

DYS

School District

Policy Manual

## **1 – SCHOOL DISTRICT ORGANIZATION**

Policy No.

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**School District  
State of Alabama  
Department Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-70

**Chapter:** School District Organization

**Subject:** School Board Legal Status

**Policy Number:** 1.1

The Department of Youth Services as presently constituted by law has been designated as a special school district of the state to be known as the Youth Services Department District.

The relationship between the District and the State Board of Education shall be the same as the local boards of education to the state board.

Youth Services Department District must operate in accordance with all applicable constitutional and statutory provisions and requirements of the State of Alabama and the United States.

**School District  
State of Alabama  
Department Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-76

**Chapter:** School District Organization

**Subject:** School Board Legal Status

**Policy Number:** 1.2

The Youth Services Board shall be the governing body of the District and shall have the same relationship with the State Board of Education as do local boards of education.

The Board is cognizant that all actions must be taken in good faith, with reasonable outcomes, sincerity, and based on the belief that such actions are correct and in the best interests of the school district in accordance with statutes and pertinent judicial precedents. Board members have authority only when functioning as a “body” or “group” in legally called regular or special meetings when a quorum is present. The powers of the Board are delegated only to the Board as a “body”. No authority is granted to members acting as individuals.

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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-76, 16-1-30

**Chapter:** School District Organization

**Subject:** School Board Authority

**Policy Number:** 1.2.1

The State Legislature has granted the Board authority to oversee the proper administration and management of the district. The Board shall also have the authority to determine and establish written educational policy for the district and shall prescribe such rules and regulations for the conduct and management of the district as it deems necessary

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**Related Standards:** Ala. Code 44-1-70, 16-1-30, 16-8-10 44-1-70, 16-1-30

**Chapter:** School District Organization

**Subject:** Powers and Duties

**Policy Number:** 1.2.2

The Board upon written recommendation from the Superintendent of Education shall establish a written education policy manual for the district and shall prescribe rules and regulations for the conduct and management of the district.

In all cases where constitutional mandates, federal and/or state statutes, judicial precedents or regulations of duly recognized governmental agencies do not otherwise provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities of the School District.

The Board shall consider as its major responsibility policy development, adoption and appraisal. In these areas input from the Superintendent of Education, principals, supervisors, teachers and professional organizations shall be welcomed through procedures defined by the Superintendent of Education or his designated representative and approved by the Board.

The specific duties of the Board shall include, but not be limited to, the following:

1. To select, upon the recommendation of the Director, the person to serve as the Superintendent of Education and to support such person in the discharge of his/her duties;
2. To establish and approve policies relating to the operation of the schools;
3. To adopt a calendar of school events for each ensuing year;
4. Appoint principals and other employees only upon the written recommendation of the Superintendent of Education;
5. Determine salary schedules;
6. Determine policies; and
7. Consider reports of the Superintendent of Education on the progress of the schools and advise him/her on recommended changes in educational programs.

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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-51, 16-1-30

**Chapter:** School District Organization

**Subject:** Board Members and Legal Status

**Policy Number:** 1.2.3

The Board shall be composed of eighteen voting members. Five of the members shall be:

1. The Commissioner-State Department of Human Resources;
2. The State Superintendent of Education of Education;
3. The Commissioner-State Department of Mental Health;
4. The State Health Officer; and
5. The Alabama Department of Law Enforcement Planning Agency.

Any of these five members may delegate his/her vote to any agents or employees of the said agencies by written notification ten days prior to a meeting of the Board.

The other thirteen members of the Board shall be appointed as follows:

1. The Alabama Speaker of the House of Representatives shall appoint two;
2. President of Alabama Senate shall appoint two;
3. President of Alabama Council of Juvenile Court Judges shall appoint one;
4. Chairman of Alabama Chief Probation Officers association shall appoint one; and
5. The Governor shall appoint the remaining seven members of the Board, one from each congressional district.

The Board members shall serve six-year terms of office with the following exceptions:

1. The agency heads shall serve as long as they hold their respective positions;
2. The legislative representatives shall serve for the duration of their elected terms of office;
3. The juvenile judges shall serve during their terms; and
4. The probation officers shall serve during their terms.

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**Related Standards:** Ala. Code 44-1-51

**Chapter:** School District Organization

**Subject:** Unexpired Term Fulfillment

**Policy Number:** 1.2.3.4

If any appointed legislative member should die, cease to be a member of the legislature or resign from the Board, such vacancy shall be filled by the Speaker of the House or presiding officer of the Senate, such member to be selected from the respective legislative body. Vacancies in other positions appointed by the Speaker of the House of Representatives or the presiding officer of the Senate shall be filled by said appointing authorities. If the appointed juvenile court judge should die, cease to be a juvenile court judge or resign from the Board, the president of the Alabama Council of Juvenile Court Judges shall appoint a successor for the unexpired term of such a member. If the appointed chief probation officer should die, cease to be a probation officer or resign from the Board, the chairman of the Alabama Chief Probation Officers Association shall appoint a successor for the unexpired term of such a member. If a vacancy occurs in the other appointed membership, upon certification thereof by the Board, the governor shall appoint a person to fill the vacancy for the unexpired terms of said member. If any person holding any state office named in this section should cease to hold such office by reason of death, resignation, expiration of term of office or for any other reason, then his/her successor in office shall take his/her place as a member of the Board.



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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-71

**Chapter:** School District Organization

**Subject:** Superintendent of Education

**Policy Number:** 1.2.4

The position of Superintendent of Education for the district shall be filled by the appointment of the Board upon the recommendation of the Director of the Department of Youth Services. The Superintendent of Education shall serve at the pleasure of, and be directly responsible to, the Director.

The Superintendent of Education shall be charged with the implementation of all adopted policies. He/she shall be charged with managing resources of the school district.

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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-1

**Chapter:** School District Organization

**Subject:** School Year

**Policy Number:** 1.2.4

The instructional year shall consist of a minimum of 235 days of not less than six hours of instructional time per day.

A teacher contract shall be for a minimum of 235 work days per year to include at least eight contract days used for professional development.

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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-30, 16-11-9

**Chapter:** School District Organization

**Subject:** School Calendar

**Policy Number:** 1.5.1

The Board shall approve a school calendar, prepared by the Superintendent of Education and reviewed by the staff. The school calendar, after Board approval, shall be available prior to the closing date of the preceding school year.

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POLICY AND PROCEDURES**

**Related Standards:** ACA 1C-01

**Chapter:** School District Organization

**Subject:** Compensatory Time

**Policy Number:** 1.5.1.2

The Superintendent of Education or designee must grant prior approval for work on non- contract days.

**Compensatory Time for Holidays Worked:** All staff required by the Superintendent of Education to work on an official school district holiday shall be given compensatory time off equivalent to the holiday hours worked up to a maximum of eight hours per holiday. District employees shall not be paid for unused holiday time upon separation.

All merit employees required by the Superintendent of Education to work on an official school district holiday shall be given compensatory time off equivalent to the holiday hours worked up to a maximum of eight hours per holiday. District employees shall not be paid for unused holiday time upon separation.

**Accumulation of Holiday Time:** Teachers hired after to 1983, may be allowed to accrue holidays. Such accrual shall be kept to a minimum by all supervisors, and in no case shall it exceed eight days. If such employees are prohibited from being granted equivalent time off within the pay period in which the accrual of leave occurs, holiday leave (up to eight days) may be carried over for a maximum of three months. Accrual of holiday leave must be approved by the Superintendent of Education, Director, or their designee.

Employees in classifications other than those listed above who are required by their supervisor to work on a holiday, must be granted compensatory time off at the discretion of the supervisor, as soon as possible. Preferably within the pay period the holiday was worked. At no time shall such employees reflect an accrual of holiday leave beyond three months. If the leave is not used by that date, it shall be forfeited.

**Recording of Holiday Time:** In any case where holiday time is earned and approved, accurate records must be kept of such time earned and used. All "Authority to Work on Holiday, DYS Form 44" (including those previously approved by the Superintendent of Education) must be submitted with the

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**Related Standards:** ACA 1C-01

**Chapter:** School District Organization

**Subject:** Compensatory Time

**Policy Number:** 1.5.1.2

Attendance Report, DYS Form 21 for that pay period. If the employee was not granted compensatory holiday time within the pay period, he/she should be credited with the holiday time on his/her holiday card at the institution when the approved Form 44 is returned to the facility. When the holiday time is used, the card will be marked accordingly and recorded on the DYS Form 21 for that pay period. Holiday time above eight (3) days accrued by employees listed in paragraph two, and any holiday time earned by other employees must be used within three (3) months of the date earned or be forfeited. Periodic audits of holiday leave records will be performed at the facilities by the Personnel Supervisor.

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**Related Standards:** ACA 1C-01

**Chapter:** School District Organization

**Subject:** Holidays

**Policy Number:** 1.5.1.3

Instructions to Supervisors: It is the responsibility of every supervisor to keep the use of holiday work and the accrual of holiday leave to the absolute minimum necessary to accomplish school business and to provide for the protection of students, staff and property. This will keep the District's liability for holiday time to a minimum and protect employees from the possibility of losing earned holiday time.

## **2 – SCHOOL BOARD OPERATIONS**

### **Policy No.**

- 2.1 Goals and Objectives
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**POLICY AND PROCEDURES**

**Related Standards:** ACA-JDF-5C-04

**Chapters:** School Board Operations

**Subject:** Goals and Objectives

**Policy Numbers:** 2.1

The Board believes that a strong, effective system of institutional education is essential for the continuation of the democratic form of government and for the good of the nation's citizens.

To develop and maintain an effective and continually improving education program, it is necessary that goals and objectives be developed for the system, for each school, and for each employee. These goals and objectives will allow an effective evaluation program.

The Board shall formulate goals and objectives for the school district. Each employee is expected to make every reasonable effort to understand the significance of these objectives and to help achieve them in every aspect of the programs within the School District. Such goals and objectives shall include the following:

1. The instructional program of this district shall provide for individual needs and individual differences of all students; and
2. In view of the importance of good citizenship to our democratic government and society, the schools shall develop programs to encourage the growth of good citizenship in every student.



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**Related Standards:** Ala. Code 44-1-51

**Chapters:** School Board Operations

**Subject:** Internal Organization

**Policy Numbers:** 2.2

The Board shall elect one of its members to serve as Chairperson. The Chairperson shall preside at all meetings of the Board and shall call special meetings when circumstances deem necessary. He/she shall perform other duties as prescribed by law or specified in the Board's policies. In the absence of the Chairperson, or in the event of his/her inability or failure to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the power of the Chairperson.

The rules generally adopted by deliberative bodies for their governance shall be observed by the Board of Education. The Superintendent of Education may serve as secretary and perform all the duties which are prescribed by law and such other duties as a majority of the Board may direct.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole board. The Board shall hold meetings as mandated by law.

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**POLICY AND PROCEDURES**

**Related Standards:** Ala. 16-12-3, 44-1-51

**Chapters:** School Board Operations

**Subject:** Officer

**Policy Numbers:** 2.2.1

The Chairperson of the Board shall preside at all meetings and shall decide questions of order in accordance with Robert's Rules of Order.

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties and assume the obligations of the Chairperson.

The Superintendent of Education may serve as secretary of the Board. The Superintendent shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall attend all meetings of the Board and of its committees. In case the Secretary is absent, the Board may appoint another member of the Board, or a professional employee under the jurisdiction of said Board, to act as Secretary.

The Youth Services Support Operations Administrator is designated as the Custodian of Funds.

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**Related Standards:** Ala. 16-1-30, 44-1-76

**Chapters:** School Board Operations

**Subject:** Duties

**Policy Numbers:** 2.2.2.1

The duties and obligations of an individual Board member shall include the following:

- A. To attend all meetings;
- B. To become familiar with the Federal and State Department of Education rules and regulations, Board policies, DYS rules and regulations, State Finance Department rules and regulations and ACA standards;
- C. To assist in establishing the highest goals and objectives for the school district which can realistically be achieved with the available resources;
- D. To vote and act in the Board meetings for the good of the total school district;
- E. To accept the majority vote and give support to the resultant policy;
- F. To represent the Board in such a way as to promote public interest and support for Board-related activities;
- G. To refer complaints to the Superintendent of Education and to abstain from individual counsel and action;
- H. To recognize that relevant discussions based on objective rationale are vital to the ultimate success of the school district.
- I. To comply with all statutory requirements, State and local Board policies, and regulations of duly authorized administrative agencies; and
- J. To act ethically in all matters at all times thereby representing the school district to the best of one's ability.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** New Member Orientation

**Policy Numbers:** 2.2.2.2

The Board realizes the importance of a functional orientation program for new Board members. Under the guidance and direction of the experienced Board members and the Superintendent of Education, orientation shall be provided to new Board members through activities which include the following:

1. They shall be extended an official letter of welcome;
2. They shall be provided with a copy of the Board policies and regulations;
3. They shall be provided with information on school enrollments, qualifications of teachers, buildings, instructional programs, etc;
4. It is recommended that they be briefed on their new responsibilities and duties with the help of the Superintendent of Education;
5. It is recommended that they take a comprehensive tour of the School District conducted by the Superintendent of Education;
6. It is recommended that they meet jointly and individually with the Superintendent of Education and experienced Board members for orientation purpose; and
7. It is recommended that they attend new Board member orientation sessions conducted by Alabama Association of School Boards.

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**Related Standards:** Ala. Code 16-1-6, 44-1-76

**Chapters:** School Board Operations

**Subject:** Board Member Development Opportunities

**Policy Numbers:** 2.2.2.3

Board members shall be encouraged to attend local, state and national conventions and conferences pertaining to educational improvement of Board members, to visit other schools, and to affiliate with and attend conventions and conferences pertaining to educational improvements of Board members.

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**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-51

**Chapters:** School Board Operations

**Subject:** Compensation and Expenses

**Policy Numbers:** 2.2.2.5

No member of the Board shall draw any salary in addition to that now authorized by law for any services that he/she may render or for any deed he/she may perform in connection with the Board. The member representative of the Alabama Council of Juvenile Court Judges, the member representative of the Alabama Chief Probation Officers Association and each member representative of the public shall receive the approved per diem and mileage expense at the rate of mileage reimbursement while attending meetings of the Board or while engaged in other official duties at the request of the Board. The legislative members shall receive their regular legislative compensation and mileage when actively engaged in Board business.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Board Committees

**Policy Numbers:** 2.2.3

The Board upon recommendation of the Superintendent of Education may establish committees to study specific educational Issues as deemed necessary.

The Education and Policy committees are standing committees. The Education and Policy Committees shall meet upon request of the committees' chairpersons.

All other committees shall be dissolved at the time that their final report is presented to the Board.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Board- School Superintendent of Education Relations

**Policy Numbers:** 2.2.4

The Board considers the formulation and adoption of policies as its most important function. The execution and implementation of adopted policies shall be the function of the Superintendent of Education.

Delegation by the Board of its executive powers to the Superintendent of Education provides freedom for the Superintendent of Education to manage the District within the Board's policies, and allows the Board to devote its time to policy-making and to judicial and evaluative functions.

The Board shall hold the Superintendent of Education responsible for carrying out its policies within established guidelines and for keeping the Board informed about District operations.

In an effort to keep the Board informed, the Superintendent of Education shall promptly notify board members of any happenings of an emergency nature which occur in the District.



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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-23

**Chapters:** School Board Operations

**Subject:** School Attorney

**Policy Numbers:** 2.2.5

The Board authorizes the Youth Services Director to appoint legal counsel for the Department of Youth Services pursuant to Ala. Code 44-1-23, as the legal counsel for the District.

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**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Advisory Committees

**Policy Numbers:** 2.2.5

The Board upon recommendation of the Superintendent of Education may establish such advisory committees to study specific educational problems or concerns as deemed necessary. The committees may be composed of citizens of the state, including personnel of the district.

All advisory committees shall be dissolved at the time that their final report and recommendations are presented to the Board. The Board shall take the committees' recommendations under advisement for consideration.

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POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Consultants

**Policy Numbers:** 2.2.7

The administrative and supervisory staff of the Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities, and other sources where such consultative services will be helpful in the improvement of the instructional management program in the District. All consultants must be approved by the Superintendent of Education and the Board prior to the invitation and arrangement for visitation by such person or persons to the District.

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**Related Standards:** Ala. Code 44-1-1

**Chapters:** School Board Operations

**Subject:** Meetings

**Policy Numbers:** 2.3

Section 44-1-1 et. Seq. Code of Al. 1975, as amended, specifies that the Youth Services Department District Board shall meet at least annually to carry out its duties and responsibilities at such place or places within the state as it may direct. The Board shall transact all legal business of the Board in official meetings. No member of the Board, nor any committee of the Board, shall have power to act in the name of the Board outside of legal Board meetings unless authorized by the Board as a whole.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Agendas

**Policy Numbers:** 2.3.2.4

The Superintendent of Education or designee shall prepare an agenda for all Board meetings. Items of business may be suggested to the Superintendent of Education by Board members, administrative staff and employees. The agenda and supportive materials shall be provided each Board member at least seven days prior to general meetings unless under special or emergency circumstances.

Items of business may not be suggested from the floor for discussion except at the discretion of the Chairperson or by a majority vote of board members present.

The suggested order of business shall be submitted by the Superintendent of Education subject to the approval of the Board.

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**Related Standards:** Ala. Code 44-1-76

**Chapters:** School Board Operations

**Subject:** Material Distribution

**Policy Numbers:** 2.3.2.5

The Superintendent of Education may provide supplemental information to Board members.

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POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-76

**Chapters:** School Board Operations

**Subject:** Rules of Order

**Policy Numbers:** 2.3.2.6

The Board shall observe the latest edition of Robert's Rules of Order, with the exception that the chairman may discuss and vote on all matters before the Board.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Quorum

**Policy Numbers:** 2.3.2.6.1

A quorum consisting of any ten members of the Board shall be a component to act at all regular and special meetings.



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POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Voting Method

**Policy Numbers:** 2.3.2.7

1. All Board members or their representative shall be authorized to speak on Issues, offer motions and vote.
2. Any matter requiring a vote of the Board shall be noted openly.
3. A roll call vote may be required by the Chairperson on matters of extreme importance or at the request of any Board member.

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**Related Standards:** Ala. Code 44-1-76

**Chapters:** School Board Operations

**Subject:** Minutes

**Policy Numbers:** 2.3.2.8

The Board delegates the responsibility of recording minutes of Board meetings to the Superintendent of Education who shall serve as the Secretary of the Board. The minutes of each Board meeting shall be prepared by the Superintendent of Education.

A copy of all motions shall be carefully recorded. At each Board meeting considered a regular meeting, the Board minutes not previously approved shall be approved by the Board.

The official minutes shall be kept in bound volumes at the office of the Superintendent of Education, considered to be the office of the Board. All official records of the Board shall be available to citizens for inspection at the office of the Superintendent of Education.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Public Participation

**Policy Numbers:** 2.3.2.9

It shall be the policy of the Board to conduct all meetings openly. The Board encourages citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school district within the proceedings herein set forth.

All delegations or individuals who wish to appear before the Board shall submit their requests to the Superintendent of Education at least ten days prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board, the names of those who wish to address the Board, and the approximate time the matter will take. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Superintendent of Education. The spokesperson shall adhere to time allotments as specified by the Board Chairperson.

The Board Chairperson shall have authority to terminate the remarks or remove any person when such remarks become personal in nature or such persons disrupts, becomes boisterous, or interferes in any manner with the orderly process of the meeting.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Board Meeting New Coverage

**Policy Numbers:** 2.3.2.10

The Board welcomes coverage of its proceedings by representatives of the news media. The Board will attempt to accommodate the media in their requests for assistance and information. Copies of all readily available generally distributed information will be provided upon request.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Executive Session

**Policy Numbers:** 2.3.2.11

The Board may hold executive sessions for specific purposes upon approval of the majority of members present and voting. Such purposes shall be limited to those involving the character or good name of individuals or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Board, the Superintendent of Education and persons designated by the Board. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussion. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.

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**Related Standards:** Ala. Code 16-1-30, 44-1-76

**Chapters:** School Board Operations

**Subject:** Policy Development

**Policy Numbers:** 2.4

The Board may delegate the authority to formulate policies that govern the operation of the school district. Before adopting written policies, the Board shall directly or indirectly through the Superintendent of Education, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent of Education. The Superintendent of Education may also consult professional assistants, school district employees and stakeholders. All policies shall be made available to the public.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Administrative Regulations and Procedures

**Policy Numbers:** 2.4.6

The Board shall delegate to the Superintendent of Education the function of formulating administrative regulations and procedures designed to carry out the policies of the Board. The Superintendent of Education shall consult with school district employees when formulating administrative regulations and procedures.

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**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Administration in Policy Absence

**Policy Numbers:** 2.4.7

The Board shall authorize the Superintendent of Education to take action when the Board has provided no guidelines for administrative action. The Superintendent of Education shall have the power to act unless the power to take such action is vested in the Board by law.

Administrative actions of the Superintendent of Education shall be subject to review by the Board at its regular meetings. It shall be the duty of the Superintendent of Education to inform the Board of such action and if applicable the need for policy.



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**Related Standards:** Ala. Code 16-1-3, 16-1-4, 16-1-5, 44-1-76

**Chapters:** School Board Operations

**Subject:** School Board Records

**Policy Numbers:** 2.5

The Board requires that all school board records shall be maintained by the Superintendent of Education.

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**Related Standards:** Ala. Code 16-1-6

**Chapters:** School Board Operations

**Subject:** Membership in School Board Association

**Policy Numbers:** 2.7.1

The Board may maintain membership in the Alabama Association of School Boards. Each individual Board member is encouraged to participate as fully as possible in the activities of the association.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Code of Ethic for School Board Members

**Policy Numbers:** 2.8

The Board adopts for its members the following Code of Ethics:

- I. As a member of my local Board of Education, representing all the citizens of my school district, recognize:
  1. That my fellow citizens have entrusted me with the educational development of the children and youth of this *agency*.
  2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
  3. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
  4. That my fellow Board members and I must take the initiative in helping all the people of the Department of Youth Services to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
  5. That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board.
  6. That I must never neglect my personal obligations to the school district community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** School Board Operations

**Subject:** Code of Ethic for School Board Members

**Policy Numbers:** 2.8

organization; but that, beyond these, I have moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept

II. To devote time, thought and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.

1. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arises during vigorous debate of points at Issued.
2. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind, thereafter, to abide by and uphold the final majority decision of the Board.
3. To remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 36-25-1 to -14

**Chapters:** School Board Operations

**Subject:** Board Members of Interest

**Policy Numbers:** 2.8.1

Employees may not serve as members of the Board. In addition, no member of the Board shall be financially or personally interested, either directly or indirectly, in the purchase of, or contract for, any real or personal property or contractual services with the Board.

### **3 – SCHOOL DISTRICT ORGANIZATION**

Policy No.

- 3.4.1           Duties and Responsibilities
  - 3.4.1.1.1       School Superintendent of Education Duties and Responsibilities
- 3.4.2           Superintendent of Education Qualifications
- 3.5.4           Appointment of the Superintendent of Education
- 3.5.5           Compensation and Benefits
- 3.5.10          Separation
- 3.5.11          Resignation
- 3.5.12          Retirement
- 3.7.1           Compensation Guides and Contracts
- 3.7.2.11       Qualifications and Duties of Administrative Personnel

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-3, 16-12-5, 16-12-15, 16-12-16, 16-12-20, 44-1-76

**Chapters:** General School Administration

**Subject:** Duties and Responsibilities

**Policy Numbers:** 3.4

The Board is the policy-making body of the school district. The Board shall approve all policies in accordance to applicable federal, state and local statutes and regulations as well as judicial decisions.

The Superintendent of Education shall have the responsibility of enforcing the policies of the Board and interpreting, with assistance of Board counsel, all legal issues that pertain to the district. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent of Education, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent of Education and submitted by the Board for approval. The Superintendent of Education's authority in all areas shall be commensurate with responsibilities designated by law and by the Board.

The Superintendent of Education shall be the chief executive officer and professional advisor to the Board and shall be responsible directly to the Board of Education.

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent of Education to whom they are professionally and administratively responsible.

Teachers and other school-based employees shall be responsible to the building principal/lead teacher and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-3, 44-1-71, 44-1-76

**Chapters:** General School Administration

**Subject:** Superintendent of Education Duties and Responsibilities

**Policy Numbers:** 3.5

The Board shall appoint the Superintendent of Education as provided by state law. The Superintendent of Education is a statutory officer as provided by the laws of the state of Alabama. As such, he/she has certain authorities and functions which are provided by law. His/her duties include serving as secretary and executive officer of the Board.

1. The Superintendent of Education may delegate to his/her administrative staff certain administrative authority and responsibilities.
2. The Superintendent of Education shall organize his/her staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the School District shall be responsible to the Superintendent of Education.



**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-76, 16-9-2

**Chapters:** General School Administration

**Subject:** Superintendent of Education Qualifications

**Policy Numbers:** 3.5.1

The Superintendent of Education shall possess such qualifications as may be specified by the Board.  
He/she must also meet the following criteria:

1. Hold an Alabama certificate in administration and supervision based upon requirements established by the State Board of Education for such certificate; and
2. Has had not less than five years of experience in public school work at the time he/she assumes office.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-71

**Chapters:** General School Administration

**Subject:** Appointment of the Superintendent of Education

**Policy Numbers:** 3.5.5

The Board shall appoint a Superintendent of Education for a term agreed upon by the Board and the Superintendent of Education, subject to such conditions and limitations as prescribed by law.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-1, 44-1-71

**Chapters:** General School Administration

**Subject:** Compensation and Benefits

**Policy Numbers:** 3.5.5

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent of Education.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-1

**Chapters:** General School Administration

**Subject:** Separation

**Policy Numbers:** 3.5.10

The Board upon majority vote may terminate the contract of the Superintendent of Education for reasons stated in the Alabama code.

The Board shall afford the Superintendent of Education due process.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General School Administration

**Subject:** Resignation

**Policy Numbers:** 3.5.11

The Superintendent of Education shall submit his/her resignation to the Board at least forty-five (45) days prior to the effective resignation date unless otherwise agreed upon by the Board and Superintendent of Education.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-25-3

**Chapters:** General School Administration

**Subject:** Retirement

**Policy Numbers:** 3.5.12

The Superintendent of Education shall participate in the Teachers' Retirement Systems of Alabama.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 44-1-75, 16-24-4

**Chapters:** General School Administration

**Subject:** Compensation Guides and Contracts

**Policy Numbers:** 3.7.1

The Board authorizes the Superintendent of Education to prepare a salary schedule for all personnel employed by the school district. The salary schedule for certified staff shall be based on the minimum salary schedule under §16-24-4 of the Code of Alabama. The salary schedule shall be presented to the Board for approval.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** DYS: 16.2

**Chapters:** General School Administration

**Subject:** Qualification and Duties of Administrative Personnel

**Policy Numbers:** 3.7.2.1

**I. POLICY**

The Board, pursuant to its supervisory powers, shall have the inherent authority to establish the qualifications and duties of school district administrative personnel in accordance with statutory requirements.

**II. DEFINITIONS**

- A. Board: The Department of Youth Services Board serves as the Board of Education for the Youth Services School District;
- B. Superintendent of Education: The chief executive officer of the school district; and
- C. Administrative Personnel: All professional administrative and supervisory personnel necessary for the proper functioning of the schools within the school district.

**III. PROCEDURES**

- A. The Board shall appoint, upon recommendation of the Superintendent of Education, administrative personnel, who in the judgment of the Board, are necessary for the proper functioning of schools within the school district. The Superintendent of Education shall prepare job descriptions for all administrative positions in the school district.
- B. The Superintendent of Education or designee shall familiarize administrative personnel with their duties and responsibilities as defined by job descriptions.



## **4 – FISCAL MANAGEMENT**

Policy No.

- 4.3            Annual Operating Budget
- 4.3.2        Fiscal Year
- 4.6.1        Gifts and Requests
- 4.7           Expenditure of Funds
- 4.9           Accounting and Reporting
- 4.9.3        Inventory
- 4.9.4        Audits
- 4.10.4       Travel Expense Reimbursement
- 4.10.5       Purchasing
- 4.15         School Properties Disposal Procedures

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code: 44-1\*-72

**Chapters:** Fiscal Management

**Subject:** Annual Operating Budget

**Policy Numbers:** 4.3

The Superintendent of Education shall submit the school district's annual education budget recommendations to the director.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code: 16-1-1

**Chapters:** Fiscal Management

**Subject:** Fiscal Year

**Policy Numbers:** 4.3.2

The fiscal year has been set by state law for the district as being from October 1 through September 30.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Fiscal Management

**Subject:** Gifts and Requests

**Policy Numbers:** 4.6.11

The fiscal year has been set by state law for the district as being from October 1 through September 30.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 11-1-7

**Chapters:** Fiscal Management

**Subject:** Expenditure and Funds

**Policy Numbers:** 4.7

Operational expenditures for the district are through the department's existing system of accounting.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 41-5-23, 44-1-72

**Chapters:** Fiscal Management

**Subject:** Accounting and Reporting

**Policy Numbers:** 4.9

The Superintendent of Education shall maintain accounts and records in accordance with regulations prescribed by the State Department of Education.

Administrators shall be responsible for maintaining accurate records of all receipts and disbursements made by any employee.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 41-5-23

**Chapters:** Fiscal Management

**Subject:** Inventory

**Policy Numbers:** 4.9.4

The school district will follow all DYS inventory procedures.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-4-7, 41-5-14

**Chapters:** Fiscal Management

**Subject:** Audits

**Policy Numbers:** 4.9.4

The Board shall require all financial records and accounts, including business transactions of the district and each school to be audited periodically in conjunction with every audit of the Department of Youth Services.



**School District 210  
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POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Fiscal Management

**Subject:** Travel Expense Reimbursement

**Policy Numbers:** 4.10.4

The Board authorizes the Superintendent of Education to follow state procedures for reimbursement of expenses incurred by personnel while on official school district-related business. Reimbursement for any expenses incurred by an employee in service to the district shall require prior approval for travel by the Superintendent of Education.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 41-16-50, 41-16-51

**Chapters:** Fiscal Management

**Subject:** Purchasing

**Policy Numbers:** 4.10.5

The Board authorizes the Superintendent of Education to follow state procedures for purchasing.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Fiscal Management

**Subject:** School Properties Disposal Procedures

**Policy Numbers:** 4.15

The Board authorizes the Superintendent of Education to follow DYS policy for disposal procedures

## **5 – BUSINESS MANAGEMENT**

Policy No.

5.2 Buildings and Grounds Management

5.2.2 Safety Program

5.2.2.3 Emergency Drills

5.2.3.1 Vandalism

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-4-13

**Chapters:** Business Management

**Subject:** Building and Grounds Management

**Policy Numbers:** 5.2

The Board requires that all school property be maintained in good condition. Periodic inspections shall be made to reduce hazards and help assure clean facilities.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-7, 16-3-12, 16-1-24.1, DYS 8.1-8.11

**Chapters:** Business Management

**Subject:** Safety Programs

**Policy Numbers:** 5.2.2

The Board shall require the implementation of a district-wide program of safety. Provisions of the safety program shall be in compliance with DYS and all state and federal guidelines. All available information and assistance shall be utilized to enhance the safety of the district.

As part of the safety program, the Board shall require regular inspections of the buildings and grounds of each school.

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**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** ACA 3JYS-3B-11, Ala. Code 36-19-11

**Chapters:** Business Management

**Subject:** Emergency Drills

**Policy Numbers:** 5.2.2.3

School personnel shall cooperate with local, state and national organizations to develop plans dealing with all possible emergencies (e.g. tornadoes, nuclear attack, etc.)

The Board requires one fire and tornado drill to be held in each school monthly. Each school shall keep records on file.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-24

**Chapters:** Business Management

**Subject:** Vandalism

**Policy Numbers:** 5.2.3.1

Each employee of the district shall report acts of vandalism to his/her immediate supervisor



## **6 – FACILITY EXPANSION PROGRAM**

Policy No.

6.4 Long-Range Planning

6.4.1.2 Architects

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Facility Expansion Program

**Subject:** Long-Range Planning

**Policy Numbers:** 6.4

The Board shall involve administrators, teachers and other stakeholders in the design, development and/or revision of the long-range planning program.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 41-16-51

**Chapters:** Facility Expansion Program

**Subject:** Architects

**Policy Numbers:** 6.4.1.2

The Board and the Superintendent of Education shall prepare the education specifications. The architect shall be responsible for translating the educational specifications into building designs and building specifications. The architect shall meet with the Superintendent of Education and the Board as required and/or recommended by the Superintendent of Education throughout construction. The architect shall be the designated technical supervisor and is responsible for all phases of construction in cooperation with the Superintendent of Education

## **7 - PERSONNEL**

Policy No.

7.1.1.1	Equal Opportunity Employment
7.1.3	Employee Participation in Decision Making
7.1.4	Professional Development Opportunities
7.1.5	Grievances
7.1.5.1	Prohibition of Sexual Harassment
7.1.7	Conflict of Interest
7.1.11	Personnel Records
7.1.11.3	Staff Rights and Responsibilities
7.1.13.1	Possession of Firearms and Weapons
7.1.13.2	Drug Free Workplace
7.1.13.3	Tobacco
7.2.1	Compensation
7.2.18.5	Extra Duty
7.2.18.11	Substitute Teachers
7.3.2.1	Qualifications of Personnel
7.3.3	Recruitment
7.3.5	Assignment
7.3.6	Professional Personnel Orientation
7.3.7	Probation and Continuing Service
7.3.8	Supervision
7.3.9	Professional Educational Personnel Evaluation (PEPE) Program
7.3.10	Promotion

7.3.11	Suspension
7.3.11.1	Reduction in Force
7.3.13	Transfer
7.3.15	Resignation
7.3.17	Retirement
7.3.18.1	Health Examinations
7.3.18.7	Leaves and Absences
7.3.18.7.1	Sick Leave Banks and Catastrophic Leave

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Title VII-1964 Civil Rights Act & TitleIX-1962 Education Amendments  
Section 504-1973 Voc. Reh. Act: ADA-1990 Americans with Disabilities Act  
Age Discrimination in Employment Act of 1967; Amendments of the Above  
ACA: 3-JTS; 1C-07; 1C-08; 1JBC; 1C-07 DYS: 3.3.1;3.13.2;3.13.3; 7.2

**Chapters:** 7.0 Personnel

**Subject:** Equal Opportunity Employment

**Policy Numbers:** 7.1.1.1

I. POLICY

It is the policy of the Youth Services Department District that no person in the school district shall, on the basis of age, race, color, disability, belief, national origin, sex, or similar personal distinction be denied the benefits of, or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program activity under the jurisdiction of the Board.

II. DEFINITIONS

- A. Disability. A physical or mental impairment which limits one or more major life activities is a partial definition of disability; also included in this legally accepted definition is a record or regard of having such impairment.
- B. Belief. This term includes both religion and creed.

III. PROCEDURES

- A. The following objective and subjective criteria shall be used in selecting new professional personnel and in transferring, promoting, demoting, and dismissing professional personnel:
  - 1. Objective Considerations
    - a. Instructional Personnel
      - (1) Type of certificate
      - (2) Number of years of experience
        - a.In the teaching profession
        - b.In the grade, subject or position, which she/he currently teaches or occupies, or for which she/he is applying
        - c.In the system

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**POLICY AND PROCEDURES**

**Related Standards:** Title VII-1964 Civil Rights Act & TitleIX-1962 Education Amendments  
Section 504-1973 Voc. Reh. Act: ADA-1990 Americans with Disabilities Act  
Age Discrimination in Employment Act of 1967; Amendments of the Above  
ACA: 3-JTS; 1C-07; 1C-08; 1JBC; 1C-07 DYS: 3.3.1;3.13.2;3.13.3; 7.2

**Chapters:** 7.0 Personnel

**Subject:** Equal Opportunity Employment

**Policy Numbers:** 7.1.1.1

- (3) Degree or degrees held (transcript required)
- (4) Endorsement in subject area
- (5) Number of hours beyond degree
- (6) Number of hours of voluntary participation in professional development
- (7) Related occupational experience

b. Administrative Personnel

In addition to the criteria listed above, the following criteria shall apply to the selection of administrative personnel.

- (1) Number of years of administrative experience:
  - a. In this district
  - b. In any other district
- (2) Classification of school in which experience was attained

2. Subjective Considerations

- a. Past performance
- b. Ability
- c. Leadership
- d. Personality
- e. The Board shall establish procedures by which subjective criteria will be evaluated.
- f. The Superintendent of Education or his/her representative shall investigate any and all complaints which may be brought against the school district in regard to any alleged discrimination.

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POLICY AND PROCEDURES**

**Related Standards:** Title VII-1964 Civil Rights Act & TitleIX-1962 Education Amendments  
Section 504-1973 Voc. Reh. Act: ADA-1990 Americans with Disabilities Act  
Age Discrimination in Employment Act of 1967; Amendments of the Above  
ACA: 3-JTS; 1C-07; 1C-08; 1JBC; 1C-07 DYS: 3.3.1;3.13.2;3.13.3; 7.2

**Chapters:** 7.0 Personnel

**Subject:** Equal Opportunity Employment

**Policy Numbers:** 7.1.1.1

IV. APPLICABILITY

This policy applies to all persons in regard to employment, retention, promotion, transfer, or dismissal in any educational program activity under the jurisdiction of the Youth Services School District.



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POLICY AND PROCEDURES**

**Related Standards:** Code: 16-01-30  
ACA: 3JTS 1A-1; 1 3-JCRF 1A-03 1-JBS 1A-06  
DYS: 1.11; 1.25

**Chapters:** 7.0 Personnel

**Subject:** Equal Participation in Decision Making

**Policy Numbers:** 7.1.3

**I. POLICY**

It is the policy of the Board to encourage employee participation in decision making within the school district and at the separate facilities.

**II. DEFINITIONS**

- A. Board. The Department of Youth Services Board serves as the Board of Education for Youth Services School District.
- B. Superintendent of Education. The chief executive officer of the school district.
- C. Educational Personnel. Employees of the school district.
- D. Facilities. The Department of Youth Services facilities in which student education is an integral part of the program.

**III. PROCEDURES**

- A. The Superintendent of Education shall consult with educational personnel, advisory committees, and representatives of the local professional organizations in the development of educational policies and programs for the school district.
- B. The Superintendent of Education shall provide the Board with input from educational personnel regarding policy as specified in the procedures relating to policy development.
- C. Each principal or supervisor shall communicate with the local policy and advisory committee in the establishment of building rules and policies. The local policy Advisory Committee shall confer with other educational personnel at that facility.

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POLICY AND PROCEDURES**

**Related Standards:** Code: 16-01-30  
ACA: 3JTS 1A-1; 1 3-JCRF 1A-03 1-JBS 1A-06  
DYS: 1.11; 1.25

**Chapters:** 7.0 Personnel

**Subject:** Equal Participation in Decision Making

**Policy Numbers:** 7.1.3

**IV. APPLICABILITY**

This policy applies to all educational personnel within the Department of Youth Services School District.

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**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-10, 16-12-11, 16-12-15, No Child Left Behind Act 2002, PEPE

**Chapters:** 7.0 Personnel

**Subject:** Professional Development Opportunities

**Policy Numbers:** 7.1.4

A professional development program shall be available to all employees. Employees are expected to take advantage of professional development opportunities. This program shall comply with state law and regulations of the State Department of Education.

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**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-10, 16-12-11, 16-12-15, No Child Left Behind Act 2002, PEPE

**Chapters:** 7.0 Personnel

**Subject:** Grievances

**Policy Numbers:** 7.1.4

**I - PURPOSE**

The purpose of this procedure is to provide an orderly and systematic method whereby the Board and its employees can resolve differences that might develop between them in an equitable and expeditious manner.

**II - DEFINITIONS**

- (a) Grievance - Grievance shall mean a claim submitted by an employee of a violation, misinterpretation, or inequitable application of Board policy, rules and regulations, existing laws, or administrative procedures.
- (b) Grievant - Grievant shall mean any employee hired by the Board to perform services, either on a full or part-time basis, or the Association filing a grievance. Any persons involved in the processing of a grievance.
- (c) Immediate Supervisor - Immediate supervisor is the employee possessing the degree of administrative authority next in rank above any grievant.

**III - INFORMAL PROCEDURES**

An employee who has a grievance should present the matter orally to the immediate supervisor. The grievant, the grievant's representative (if he/she chooses one), and the immediate supervisor shall be present for the meeting. If the grievant feels the grievance is resolved at that meeting, no further action is needed. If the grievance has not been resolved, he/she may proceed to the formal process.

**Section IV – FORMAL PROCEDURES**

Each grievance should start at the most immediate level of administration (level one in most cases) and progress to the next level until the matter is resolved. All grievances submitted to the formal procedure

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**State of Alabama**  
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**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-10, 16-12-11, 16-12-15, No Child Left Behind Act 2002, PEPE

**Chapters:** 7.0 Personnel

**Subject:** Grievances

**Policy Numbers:** 7.1.4

must be filed within twenty (20) working days after they have occurred or after the grievant becomes knowledgeable of the occurrence.

The grievant, the grievant's representative, and the immediate supervisor shall be present for any meeting pertaining to the formal grievance procedure. All meetings and hearings shall be public or private at the option of the grievant at a specified time that does not interfere with the employee's workday or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest. All records of meetings and hearings shall be maintained in confidence.

All decisions rendered at each level shall be set forth in writing and promptly transmitted to all parties in interest. If the time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure.

Level One

If the grievance is not resolved at the informal level, the grievant may file the grievance with the immediate supervisor. The immediate supervisor shall set a time mutually convenient for the parties in interest to discuss the grievance within five (5) working days of his/her receipt of the grievance. Within five (5) working days after the discussion, the immediate supervisor shall provide written notification to the parties of interest of the decision to include the reason(s) for the decision.

If the immediate supervisor at level one cannot resolve the grievance, the grievant may appeal to the next level.

Level Two

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-12-10, 16-12-11, 16-12-15, No Child Left Behind Act 2002, PEPE

**Chapters:** 7.0 Personnel

**Subject:** Grievances

**Policy Numbers:** 7.1.4

Within ten (10) days after receipt of the decision at level one, the grievant may appeal to the Superintendent of Education or his/her designee. The Superintendent of Education or his/her designee shall set a time mutually convenient for the parties of interest to discuss the grievance within five (5) working days from his/her receipt of the appeal.

Within seven (7) working days after the discussion, the Superintendent of Education or his/her designee shall provide written notification to the parties of interest of the decision to include the reason(s) for the decision.

Level Three

Within ten (10) working days after receipt of the decision at level two, the grievant may appeal to the Education Committee. The Education Committee shall conduct a hearing that may be open or closed session as requested by the grievant, and all parties in interest shall be permitted to attend. All hearings and appeals shall be conducted according to the following procedures:

1. The grievant shall file a written request with the Superintendent of Education for a hearing before the Education Committee. The request shall contain a detailed description of the grievance as well as previous action or inaction relative to the grievance.
2. Within fifteen (15) working days following the receipt of written request, the Education Committee shall set a time, date and place for the hearing. After written notice is given, the time, date, and place can be changed only by mutual consent of the Education Committee and the grievant.
3. All parties shall have the right to representation and/or legal counsel, to present witnesses and documentary evidence, and to cross-examine witnesses offered by the other parties.

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**Related Standards:** Ala. Code 16-12-10, 16-12-11, 16-12-15, No Child Left Behind Act 2002, PEPE

**Chapters:** 7.0 Personnel

**Subject:** Grievances

**Policy Numbers:** 7.1.4

4. All parties shall be given the opportunity to present oral arguments and written briefs within reasonable time limits (30 minutes). All such arguments and briefs shall be made available to the opposing parties.
5. The Education Committee shall reach a decision concerning the grievance within ten (10) days after the hearing and shall notify all parties in interest within two (2) days of the decision.

**V - MISCELLANEOUS**

1. No reprisals of any kind shall be taken against any person because of his/her participation in the grievance procedure in accordance with the terms of the article.
2. All records dealing with the processing of grievances shall be filed separately from the personnel file of the participants.
3. A grievance may be withdrawn at any time at any level; however, once withdrawn it may not be refiled by the same employee.
4. Failure of the grievant to appeal from one level to the next within the allotted time shall be deemed acceptance of the decision at that level.
5. No employee may assert a grievance in the name of another employee or on behalf of a class of employees.

**Americans with Disabilities Act (ADA Grievance)**

The Americans with Disabilities Act of 1990 (ADA) provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” Implementing regulations require public entities with 50 or more employees to designate an ADA specialist to oversee compliance with the ADA and to adopt procedures providing prompt and equitable resolution of complaints.

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The ADA specialist shall be responsible for coordinating the Board's efforts to comply with and carry out its responsibilities under the ADA, including any investigation of complaints communicated to the ADA specialist. Any student, employee, applicant for employment, or patron of the Board who believes they have been discriminated against on the basis of disability in violation of the ADA, may file a written complaint and a description of the alleged violation. The complaint should be filed within 10 working days of the alleged violation. The ADA specialist will conduct an investigation into the alleged violation and mail a written response to the allegation after receipt of the written complaint. A complainant not satisfied with the ADA specialist's response may appeal to the Superintendent of Education within 10 working days of receipt of the response. A complainant not satisfied with the Superintendent of Education's response may appeal to the Board within 10 working days of receipt of the response. The appeal must be in writing and state with particularity the portions of the response with which the complainant disagrees. The Board shall consider the appeal at its next regularly scheduled meeting and shall notify the complainant in writing of its decision after the Board meeting at which the appeal is considered.



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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Prohibition of Sexual Harassment

**Policy Numbers:** 7.1.5.1

I. PURPOSE

- A. To specifically address sexual harassment, by defining what it is, by assisting employees in identifying sexual harassment, by listing types of sexual harassment and some concrete examples, by describing who can be involved in sexual harassment, and by providing employees procedures by which they can complain of sexual harassment and have their complaints investigated and resolved.
- B. To encourage any employee who believes that he or she is a victim of sexual harassment to come forward and voice their complaint to their superiors, so that the Board can act to end any sexual harassment.

II. BOARD POLICY GOVERNING DISCRIMINATION

It is the policy of the Board and all departments thereof, to provide equal employment opportunity and equal treatment to all color, religion, sex (including pregnancy), age, creed, or national origin.

III. BOARD POLICY REGARDING SEXUAL HARASSMENT

It is the policy of the Board and all departments thereof to prevent sexual harassment and to guard against any occurrences that remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the work environment. Therefore, the Board will treat sexual harassment like any other form of employee misconduct; it will not be tolerated.

IV. SEXUAL HARASSMENT DEFINED

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

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- B. Submission or rejection of such conduct by any individual is used as the basis for employment decisions affecting an individual, or
- C. The purpose or effect of such conduct is to unreasonable interfere with the individual's work performance or to create hostile or abusive work environment.

**V. IDENTIFICATION OF SEXUAL HARASSMENT**

Sexual harassment may occur in a variety of forms. Four categories of sexual harassment and some concrete examples of conduct that may constitute sexual harassment, if unwelcome are:

- A. **VERBAL** - unwelcome words of a sexual nature directed at another, including: making sexual demands or sexual propositions, anatomy; catcalls; whistles; demeaning name-calling; remarks on the intimate details of one's life or sexual likes or preferences; and if unwelcome, invitations for lunch, dinner, drinks, or dates.
- B. **VISUAL** - unwelcome exposure to visual objects such as sexually explicit pictures, photos, drawings, cartoons, magazines, objects, or posters (including poster calendars), sexually obscene gestures or obvious staring; and nudity.
- C. **WRITTEN** - notes or letters of sexual content or propositions; sexually-explicit literature, poems, or magazine articles; and obscene words, phrases or graphics on walls, bulletin boards, or posters.
- D. **PHYSICAL** - unwelcome physical contact with another, including: touching, hugging, kissing, patting, fondling, grabbing, rubbing, pinching, and in some instances close physical positioning.

This list does not include all the possible behaviors which could be viewed as sexually harassing by the Board and which could result in job discipline. It is merely a list of offensive behaviors. Other behaviors might be viewed as being sexually harassing depending on the circumstances and frequency in

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which they occur. In addition, some of the behaviors on the list might not in all circumstances be sexually harassing, only unwelcome sexual conduct is unlawful.

**VI. WHO CAN BE INVOLVED IN SEXUAL HARASSMENT**

Sexual harassment can occur in a wide variety of circumstances and may encompass many variables. It is important to realize that:

1. Victims can be of either gender (male or female);
2. Harassers may be supervisors of victims, but harassers may also be coworkers or even non-employees;
3. Harassers and victims need not be of the opposite gender, if the conduct is still based upon sex;
4. Victims may be third-part observers, affected by the behavior of others and exposed to a hostile or abusive atmosphere based upon sex;
5. Victims need not suffer any financial loss;
6. The sexual harassment need not seriously affect a victim's psychological well-being or lead the victim to suffer injury; instead, conduct or an environment based upon sex that a reasonable person would and does believe to be hostile or abusive constitutes sexual harassment

**VII. IF YOU ARE SUBJECTED TO SEXUAL HARASSMENT, REGISTER A COMPLAINT WITH OUR SUPERIORS**

All building administrators and other supervisory personnel have an affirmative obligation to prevent and eliminate sexual harassment. Those persons shall immediately intervene to remedy sexual harassment in our working and learning environments independent of receipt of a complaint.

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Individuals who have knowledge of the occurrence of sexual harassment within his/her chain of command or in the buildings for which he/she has responsibility shall immediately report such offense

Any employee of the Board who feels they have been subjected to sexual harassment should register their complaint with the superior next in charge. In the unlikely event that all of the supervisors of the employee are believed to be involved in the sexual harassment, the employee should register their complaint with the Superintendent of Education. Likewise, if an employee believes that the Superintendent of Education is involved in the sexual harassment, the complaint should be made to the agency Director.

The sexual harassment complaint may initially be made verbally by talking to the appropriate supervisor. The complaint will then have to be put in writing, signed, and dated by the person complaining.

An employee may write his/her own complaint, or if the employee wishes, the supervisor with whom the employee spoke will help write the complaint of sexual harassment.

No information concerning the complaint will be released to third party persons or to anyone within the school system except those who play a role in investigating the complaint.

**VIII. PROMPT INVESTIGATION OF A COMPLAINT**

The Board shall fully, impartially and promptly investigate any sexual harassment complaint filed by one of its employees. A special investigator will be in charge of these investigations to ensure a thorough investigation and to assist in maintaining confidentiality of the matter.

**IX. CONFIDENTIAL REPORT OF INVESTIGATION**

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The special investigator will file a confidential written report of the result of the investigation to either the Superintendent of Education or to the Agency Director, depending on the situation at hand. The complainant will be promptly informed that the accused employee acted in a manner to sexually harass the complainant. The accused employee will also receive a copy of the special investigator's report.

**X. PROMPT REMEDIAL ACTION**

The Board will take prompt action to end any sexual harassment that occurred. The Board shall take immediate steps to discipline the offending employee or employees. Tenured professional employees and support employees with permanent status have the same right to due process when charged with sexual harassment as with any other adverse action.

**XI. RIGHT OF REBUTTAL**

Both the complaining employee and the employee who has been accused of sexual harassment have the right to submit facts, documents or other evidence contesting or supporting the report of the investigator to the Superintendent of Education if the circumstances so dictate and have a due process hearing as required by the teacher tenure law and fair dismissal law.

**XII. RETALIATION PROHIBITED**

No employee of the Board shall discharge or otherwise discriminate or harass any other Board employee who has filed a complaint of sexual harassment under this policy or who has sought redress for sexual harassment with the Equal Employment Opportunity Commission by instituting an action in Court.

**XIII. INTENTIONAL FALSE REPORTING**

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Prohibition of Sexual Harassment

**Policy Numbers:** 7.1.5.1

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Conflict of Interest

**Policy Numbers:** 7.1.7

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

Assemblies, school classes, materials or equipment shall not be used for partisan political purposes.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Personnel Records

**Policy Numbers:** 7.1.11

The Board shall establish and maintain a personnel file on each employee. It shall be the responsibility of the Superintendent of Education to supervise the maintenance of personnel files and to maintain updated, complete, and accurate records.

Confidential information contained in an employee's records shall not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.

The employee, or any person designated in writing by the employee, may, upon request, review all of the contents in his or her personnel file during normal business hours and receive copies of any documents contained in the file. No document shall be withheld from the employee or his or her representative. A representative of the employee may accompany him or her during the personnel file review. Under no circumstance shall an employee request permission to review his personnel file during times when the employee is supposed to be fulfilling employment related duties.

The employee may answer or object in writing to any material in his or her file and the answer or objection shall be attached to the appropriate material. The employee waives all privacy right claims against the board relative to any documents the employee shares with any representative or any other third person. make a judgment as to the accuracy of the subject information. Additional information related to the written materials previously placed in the personnel file may be attached to the material to clarify or amplify them as needed. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.

Any complaint or material received by a school official shall be immediately transmitted to the Superintendent of Education. If the material is deemed worthy of an investigation by the Superintendent of



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Education, it may be investigated. The results of the investigation shall be put in writing signed by the Superintendent of Education, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and placed in the personnel file of the employee. The board may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

Any documents which may be lawfully contained in the personnel file of an employee shall be made available to a lawfully authorized hearing officer or panel conducting an investigation into the competency or performance of the employee, and to all appropriate law enforcement officials. Statistical information on employees and former employees may be transmitted to the Department of Archives and History and to the State Department of Education for historical research and information. Other requests for statistical information may be approved by the Superintendent of Education.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Staff Rights and Responsibilities

**Policy Numbers:** 7.1.11.3

Each employee has the same civil and constitutional rights as any other citizen. However, if their exercise materially interferes with the educational process, it is understood that special limitation might apply. No other rights and responsibilities shall be afforded teachers unless specifically incorporated in the contracts of employment entered into between the Board and the employee.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Possession of Firearms and Weapons

**Policy Numbers:** 7.1.13.1

**Possession of Firearms and Weapons**

No person shall be permitted to have a firearm or deadly weapon on his/her person or on school property at any time. A deadly weapon is anything adopted for the purpose of inflicting death or serious bodily injury. School district personnel violating this policy shall be suspended pending a hearing before the Board. School district personnel found by the Board to have violated this policy shall be terminated.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Drug Free Workplace

**Policy Numbers:** 7.1.13.2

**Drug-Free Workplace**

National policy, as reflected by the adoption of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690; 41 U.S.C.S. SS 710 et seq.) and state policy, as reflected by the adoption of state law, promote the goal of eradicating alcohol and drug abuse by employees. The Board places great importance on promoting this goal and hereby establishes this policy so as to comply with the above statutes.

The Board hereby declares that the unlawful manufacture, distribution, sale, use, and possession of controlled substances, alcohol or other dangerous drugs are prohibited in the workplace. For purposes of this policy, the following terms are defined, to wit:

- (1) "Controlled substance" means any drug, substance or immediate precursor included in the definition of the term "controlled substance" in Ala. Code section 20-2-22 through 20-2-31; Ala. Code section 13A-12-215 and section 13A-12-216.
- (2) "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced, and shall include alcoholic beverages as defined in Ala. Code § 28-2-1, et.seq.
- (3) "Public employee" means any person employed on a full-time, part-time, temporary, or intermittent basis by the Board.
- (4) "Convicted" or "conviction" means a final conviction in a court of competent jurisdiction or the acceptance of a plea of guilty or nolo contendere.
- (5) "Workplace" means a geographic location at which an employee performs his or her work pursuant to employment with the Board, including all Board property and Board owned vehicles, and shall include travel while in travel status related to the employee's employment. Policy applies regarding entities contracting with the Board, including all Board property, and Board vehicles.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Drug Free Workplace

**Policy Numbers:** 7.1.13.2

Any employee, who drives, operates or maintains a vehicle owned by the state shall be subject to random drug testing in accordance with applicable state and federal law. The expense of said random drug testing shall be borne by the employer.

Any employee who is convicted for the first time under the laws of this state, the United States or any other state, of any criminal offense involving the manufacture, distribution, sale, use, or possession of alcohol, a controlled substance or a dangerous drug shall be disciplined in appropriate fashion, up to and including termination. Any such employee shall be required as a condition of completion of suspension to complete a drug abuse treatment and education program approved by the Board.

Employees have the right to a drug free awareness program. To wit:

- (1) The dangers of drug abuse in the workplace;
- (2) The Board policy regarding a drug-free workplace and any accompanying administrative procedures concerning the maintenance of a drug-free workplace;
- (3) Any available drug counseling or rehabilitation program;
- (4) Penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Tobacco

**Policy Numbers:** 7.1.13.3

**Tobacco**

It is the policy of the Board to promote the health and safety of all personnel and students and to promote the cleanliness of all school facilities. To this end the Board prohibits smoking and the use of tobacco products on school property.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Compensation

**Policy Numbers:** 7.2.1

Employees are in "pay status" on days (1) when they are actually working, (2) when on authorized leave (see this section for the Types of Leave), and (3) during approved holidays which fall during the work week.

Each pay period is composed of ten working or pay status days. The base ten system is used to figure any deductions from the base pay for leave without pay or other non-authorized types of leave. (For example: An employee who is not in pay status for one working day would have one-tenth (1/10) of his biweekly salary deducted from his warrant.)

District employees are paid semi-monthly. This pay period policy does not apply to the Superintendent of Education.

Compensation Time

When educators are required to work on-call and holiday hours, and such work is approved by the Superintendent of Education or designee, they shall be granted compensatory time off equivalent to the time worked.

Recording of Compensation Time

In any case where on-call and holiday hours are earned and approved by the Superintendent of Education or designee, accurate records must be maintained of compensatory time earned and taken.

Instructions to Supervisors

It is the responsibility of every supervisor to keep the use of on-call and Holiday time to the absolute minimum required to accomplish state business and provide for the protection of students, staff, and property. This will keep the district's liability for supervisors to a minimum and protect employees from losing earned time should they separate from service.

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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Extra Days

**Policy Numbers:** 7.2.18.5

Employees may be assigned extra duties and responsibilities by their supervisor or the Superintendent of Education/designee. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board.



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**Related Standards:**

**Chapters:** 7.0 Personnel

**Subject:** Substitute Teachers

**Policy Numbers:** 7.2.18.11

The Board shall approve the appointment of qualified substitute teachers. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules, and an outline of local school procedures. The substitute teacher shall provide the regular teacher with a brief report of the activities of the day. The substitute teacher shall be paid at a rate set by the Board.

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**Related Standards:** Ala. Code 16-24-1

**Chapters:** 7.0 Personnel

**Subject:** Qualifications of Personnel

**Policy Numbers:** 7.3.2.1

Certified Personnel

The Board requires that each certified employee in the School District hold a degree from an accredited college or university. All career technical educational employees shall meet requirements of the State Department of Education for certification.

Each certified employee shall hold a current and valid certificate, which shall be on file in the office of Superintendent of Education.

An employee shall be paid for an advanced degree in the pay period that begins after the advanced degree is recognized by the State Department of Education.

Certified employees must fulfill the continuing education requirements set forth by the Board during their term of employment.

All Personnel

Background checks shall be performed on all new personnel.

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**Related Standards:** Ala. Code 16-12-16, 44-1-70, 44-1-76

**Chapters:** 7.0 Personnel

**Subject:** Recruitment

**Policy Numbers:** 7.3.3

The Board recognizes the Superintendent of Education as the chief executive officer of the Board, and places upon him/her the responsibility for recommending the appointment of personnel. Although the Superintendent of Education may assign to others certain duties respecting the appraisal of the qualifications of candidates, in every case the final decision concerning the recommendation of candidates shall be the responsibility of the Superintendent of Education. All recruitment and hiring practices shall adhere strictly to applicable equal employment opportunity policies and regulations.

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**Related Standards:** Ala. Code 16-12-16

**Chapters:** 7.0 Personnel

**Subject:** Assignment

**Policy Numbers:** 7.3.5

The Board authorizes the Superintendent of Education to assign all teachers, professionals, and other employees of the Board to their respective positions.

Employment of Relatives Within the Same Physical Location

It is the policy of the District that immediate family members will not report to the same immediate supervisor; exceptions made upon the approval of the Superintendent of Education.

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**Related Standards:** DYS 4-2

**Chapters:** 7.0 Personnel

**Subject:** Professional Personnel Orientation

**Policy Numbers:** 7.3.6

The Board recognizes the importance of an organized, system-wide orientation program for all teachers new to the school district, and directs the administration to plan and implement an orientation program in accordance with legal and other requirements.

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**Related Standards:** Ala. Code 16-24-2, 16-24B-2, 16-24B-3

**Chapters:** 7.0 Personnel

**Subject:** Probation and Continuing Services

**Policy Numbers:** 7.3.7

Certified

The probationary period for a teacher shall be three consecutive years of service as a teacher in the school district. Upon re-employment in the same local school district for the succeeding year, the teacher shall attain continuing service status.

The probationary period for administrative teachers and educational coordinators shall be three consecutive years of service in like position in the school district.

Principals hired on or after July 1, 2000, may at the election of the Board, be employed as probationary principals for up to one full contract year; provided, however, that if such person is being employed as a principal for the first time, the probationary period may be up to two full contract years

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**Related Standards:** Ala. Code 16-12-3, 16-12-11, 16-12-15

**Chapters:** 7.0 Personnel

**Subject:** Supervision

**Policy Numbers:** 7.3.8

The Board is vested with the general administration and supervision of the school district. Actual supervision, administration, and maintenance of the district is delegated to the Superintendent of Education as the Chief Executive Officer of the Board.

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**Related Standards:** Ala. Code 16-8-8; 16-9-2; 16-11-9; 16-12-1

**Chapters:** 7.0 Personnel

**Subject:** Professional Educational Personnel Evaluation (PEPE) Program

**Policy Numbers:** 7.3.9

I. POLICY

Youth Services Board of Education accepts its responsibilities as specified in the State Board of Education Resolution I-1-f adopted January 11, 1990, for establishing policies and procedures of the Professional Educational Personnel Evaluation (PEPE) Program. Youth Services will use PEPE to evaluate all administrative personnel. The State Department of Education approved the teacher evaluation system developed by the educational personnel within Youth Services. Both the formative and summative components of the evaluation will be used with all tenured teachers.

II. DEFINITIONS

- A. Formative Evaluation: Assessing the performance of an individual for the specific purpose of identifying areas for professional growth or improvement.
- B. Summative Evaluation: Assessing the performance of an individual for the specific purpose of making employment decisions such as continued contract, transfer, tenure, promotion.

III. PROCEDURES

- A. Educational personnel will be provided written position descriptions.
- B. Educational personnel will receive an orientation to the evaluation process and instruments.
- C. Educational personnel shall be evaluated by a certified PEPE evaluator.
- D. Educational personnel will review the results of each evaluation.
- E. Educational personnel have the right to provide a written response to each evaluation.

IV. APPLICABILITY

This policy applies to all certified personnel within the Department of Youth Services School District.



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**Related Standards:** Ala. Code 16-12-16, 16-23-1

**Chapters:** 7.0 Personnel

**Subject:** Promotion

**Policy Numbers:** 7.3.10

The Board shall consider and determine all promotions of employees based upon the recommendations of the Superintendent of Education. All employees considered for promotion must possess the appropriate certification issued by the State Department of Education for said position.

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**Related Standards:** Ala. Code 16-12-16, 16-23-1

**Chapters:** 7.0 Personnel

**Subject:** Promotion

**Policy Numbers:** 7.3.10

**Certified**

Voluntary

The Board may grant a requested transfer if the employee so requesting possesses the required qualifications for the desired position and if a vacancy in such position exists. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis.

Involuntary

The Board may transfer any certified school personnel upon the recommendation of the Superintendent of Education, for any succeeding year, from one position, school or grade to another by giving written notice to the certified school personnel of such intention to transfer. Such transfer shall be without loss of status or violation of contract and shall not be for political or personal reasons. The Board may transfer any certified school personnel only in accordance with Chapter 24 of Title 16 of the Code of Alabama. Certified school personnel being involuntarily transferred must be notified at least forty-five days before the transfer.

Emergency

The Board may, within 15 days before or after the first day of the school year, transfer a teacher who meets all qualification, certification, grade level or subject matter requirements, on a temporary emergency basis, provided all of the following conditions are met:

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**Related Standards:** Ala. Code 16-24-5, 16-24-16, 16-24-7

**Chapters:** 7.0 Personnel

**Subject:** Transfer

**Policy Numbers:** 7.3.13

1. The Superintendent of Education shall first seek volunteers by posting notice of vacancy or vacancies in conspicuous locations at all school system sites for at least five (5) working days before transferring a teacher involuntarily.
2. If there are no volunteers, then probationary teachers who are qualified and certified in grade level or subject matter shall be transferred.
3. If there are no probationary teachers who are appropriately qualified, certified in grade level or subject matter, teachers on continuing service status who are appropriately certified in grade level or subject matter shall be transferred in reverse order of their seniority with the Board. If more than one continuing service status teacher has equal seniority, the employing board shall take into consideration qualification, certification, and experience in the position, grade level, or subject matter.

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**Related Standards:** Ala. Code 16-24-11, 16-24-12

**Chapters:** 7.0 Personnel

**Subject:** Resignation

**Policy Numbers:** 7.3.15

No professional employee, whether on continuing service status or not, shall cancel his/her contract during the school term for which said contract is in effect, or for a period of 45 days previous to the beginning of such school term, unless such cancellation is mutually agreed upon. Any employee shall be permitted to cancel his/her contract at any other time by giving ten days written notice to the Board. Any such employee canceling his/her contract in any other manner than herein provided shall be deemed guilty of unprofessional conduct, and the State Superintendent of Education by authority of Section 16-24-11, Code of Alabama, is authorized to revoke or suspend the certification of the employee.

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**Related Standards:** Ala. Code 16-25-3

**Chapters:** 7.0 Personnel

**Subject:** Retirement

**Policy Numbers:** 7.3.17

All employees employed for twenty or more hours per week shall be members of the Teacher's Retirement System of Alabama.

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**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-22-3

**Chapters:** 7.0 Personnel

**Subject:** Health Examination

**Policy Numbers:** 7.3.18.1

The Board in accordance with state law, shall require a physical examination for tuberculosis, including adequate laboratory tests and X-rays, of all employees of the Board. Such examinations, tests and X-rays shall be made by the area health department, or, the employee may be examined at his own expense by a private physician at least once every three years.

If the results of such examinations indicate the presence of tuberculosis in an infectious state, the employee shall be ineligible for further service until satisfactory proof of recovery is furnished.

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**Related Standards:** Ala. Code 44-1-75, 16-1-18, 16-8-26

**Chapters:** 7.0 Personnel

**Subject:** Leaves and Absences

**Policy Numbers:** 7.3.18.7

Professional Leave

The Board will consider a request for professional leave of absence when such a request is submitted to the Superintendent of Education in writing. A written request for professional leave should clearly identify and describe the reason for requesting the professional leave of absence and demonstrate why the Board should favorably consider the request.

Annual Leave (Applies to employees hired prior to 10/1/83)

Annual leave is computed on a two (2) week (pay period) system. Ten working or pay status days compose a leave period. All regular full-time employees with less than five years of service earn annual leave in the amount of four hours during each leave period. Employees working  $\frac{3}{4}$  time earn annual leave in the amount of three hours during each leave period. Employees working  $\frac{1}{2}$  time do not earn annual leave. (See following chart)

Employees with less than five years' service:

Employee Works:

Annual Leave Accrued Each Leave Period:

Fulltime (80 hours per leave period)

Four hours or  $\frac{1}{2}$  day

$\frac{3}{4}$  time

Three hours

$\frac{1}{2}$  time

Two hours or  $\frac{1}{4}$  day

Less than  $\frac{1}{2}$  time

None

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**Chapters:** 7.0 Personnel

**Subject:** Leaves and Absences

**Policy Numbers:** 7.3.18.7

No annual leave is earned if an employee is in pay status for less than eight days during a given leave period. Annual leave is accrued if an employee is in pay status eight or more days of the ten work days which compose a leave period.

<u>Employee's Service with:</u>	<u>Accumulation of Annual Leave</u>	<u>Actual Accumulation</u>
	<u>Per Pay Period:</u>	
Fewer than 5 years' service	4 hours	13 days
5 but less than 10 years	5 hours	16 days 2 hours
10 but less than 15 years	6 hours	19 days 4 hours
15 but less than 20 years	7 hours	22 days 6 hours
20 but less than 25 years	8 hours	26 days
25 years or more	9 hours	29 days 2 hours

In computing service, the following are not counted as periods of employment in determining eligibility for increased annual leave after five or more years:

1. Periods during which the individual was not employed in full time State Service.
2. Periods during which the individual was in approved Leave Without Pay status for more than fifteen calendar days during the month.

Sixty days annual leave is the maximum amount which can be carried over from one calendar year to the next or can be paid for at separation (of any kind). Any unused annual leave above sixty days remaining at the close of business on December 31st at the end of each year will be lost by the employee.



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Annual leave can be applied as sick leave when an employee's sick leave is exhausted.

Annual leave will be recorded at the end of each pay period. Leave earned during the pay period cannot be taken until it is recorded, the Wednesday beginning a new pay period.

Sick Leave - There is no limit for sick leave accumulation. Where an employee suffers an extended illness or disability lasting more than 180 days, the DYS Board of Education may, on the recommendation of the Superintendent of Education, approve the restoration and use of any sick leave which the employee might have earned in excess of this maximum. However, if an employee leaves the school district service in good standing and is re-employed within a period of four years from the date of separation, unused sick leave accumulated during previous employment or any part thereof may be restored upon recommendation by the Superintendent of Education of DYS Board of Education.

Maternity Leave

Employee requests leave by writing a letter in duplicate to the Superintendent of Education prior to the time she desires maternity leave, stating her intention to return to her job at the end of the leave and giving a date of anticipated return. She should include any annual and sick leave to be taken prior to being placed on LWOP status. The usual rules regarding annual, sick and LWOP will apply.

Military Leave

All employees in the school district, who are active members of the Alabama National Guard or Naval Militia, or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard, are entitled to military leave of absence during periods which they are ordered to annual training duty and on weekly drill dates which fall on those days that their normal work schedule requires them to be at work. These employees are entitled to military leave with full pay not to exceed 21 working days at any one time; nor

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shall they be paid for more than 21 working days per calendar year. Furthermore, members of the Alabama National Guard or Naval Militia or any other reserve components of the United States Armed Forces who are ordered to active military duty for an indefinite period are entitled to military leave with full pay not to exceed 21 working days during any calendar year. The remainder of such absence will be military leave without pay. All employees who are in permanent positions in the District three (3) months or more and who are drafted or volunteer for the military service of the United States are allowed 21 working days military leave with pay in the calendar year in which they are drafted or volunteer. The remainder of the absence will be military leave without pay.

All accrued annual leave may be granted on a work day basis immediately after the 21 days military leave with pay. The employee earns both annual and sick leave while on military leave with pay and while on annual leave with pay. The beginning of military leave without pay is the first day after the liquidation of the 21 work days of military leave with pay and any accrued annual leave. As in any termination of service, annual leave earned within the leave period (2 weeks) may be granted in that period to employees going on military leave for an indefinite period.

**Jury Duty**

An employee who is required to serve on a jury shall receive the regular pay to which he/she is entitled, in addition to any moneys he/she receives for jury duty. An employee is required to submit a copy of the jury subpoena to the Superintendent of Education.

**Leave of Absence**

The Board may grant a leave of absence for a period of one year for justifiable reasons. Such leave shall be without pay. An employee for whom a leave of absence is approved shall return to the school district in a comparable position to that held at the time leave was granted.

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**Related Standards:** Ala. Code 44-1-75, 16-1-18, 16-8-26

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Leave Allowed to Donate Blood

Employees desiring to donate blood to a charity organization (such as Red Cross) may be granted one-half day's leave (two hours) for such a purpose, with the approval of the appointing authority, without loss of any accumulated leave. Leave must be used during the day in which the blood is donated and employees must not receive any additional compensation for such a purpose.

Additional Time

Employees may have additional time off if a particular occasion requires it or as stipulated by the Governor.

Personal Leave

Under the discretionary power given by the State Legislature, Youth Services Board will grant personal leave days to certified personnel employed on or after October 1, 1983. Employees are encouraged to reserve these days for emergencies and for transacting personal business which cannot be conducted outside the normal instructional day.

Procedures

- A. The maximum number of personal leave days granted shall not exceed five annually. Leave will be prorated for time both within years and between years.
- B. Any employee working between eighty and one hundred and eighty days will be eligible for one-half of the personal leave days usually granted based on experience. Any employee working over one hundred eighty days will be granted the appropriate number of personal leave days based on experience.
- C. The first three days shall be granted on the above prorated basis.
- D. After the completion of fifteen years of service in public education, the employee shall receive the

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- E. At the completion of twenty years of service in public education, the employee shall receive the fifth day of personal leave at no charge.
- F. Personal leave shall be noncumulative from year to year. Such leave shall run concurrent to the fiscal year, from October 1 through September 30.
- G. It is requested that the teacher notify the supervisor at least five days in advance when planning to take personal leave; however, when such notice is not practical, leave may be taken in the same manner and under the procedures governing sick leave. The teacher is not required to give the reason for the leave request.
- H. No more than ten percent of certified personnel at a job site may take personal leave without prior approval of the supervisor and Superintendent of Education.
- I. The employee may receive compensation at the same daily rate paid substitute teachers for unused personal leave days; the number of personal leave days subject to reimbursement shall be limited to the first two. All unused personal leave may be converted to sick leave by October 31 of the same calendar year.

Applicability

The personal leave policy applies to all certified personnel within the Youth Services School District hired on or after October 1, 1983.

Leave: Specific to Former Merit System Employees

Employees of Youth Services Board who were hired by the Alabama Department of Youth Services six months prior to the creation of the Youth Services School District shall be entitled to negotiated privileges.

Procedures

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- A. A “grandfathered” employee will receive the first 13 of the 26 school district holidays in instances where the Governor grants additional holiday time to Merit System employees, “grandfathered” employees will receive the additional holiday time. The remainder of the 26 days will be taken as annual leave.
- B. A “grandfathered” employee will earn sick leave as under the same system as all school district employees. However, at retirement the “grandfathered” employee is entitled to be paid for fifty percent of accumulated sick leave, not to exceed 180 days at the time of retirement.

Sick Leave

- A. Sick leave is defined as the absence from regular duty by an employee because of the following:
- B. Personal illness;
- C. Bodily injury which incapacitates the employee;
- D. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt);
- E. Where unusually strong personal ties exist because of an employee’s having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the teacher concerned shall file with the Board a written statement of the circumstances which justify an exception to the general rule.
- F. Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister ) of the employee or a person standing in loco parentis;

In no cases shall sick leave be used until it has been earned, except as may otherwise be provided by policies governing sick leave banks.

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An employee shall earn four (4) hours of sick leave per pay period. An employee shall be allowed to accumulate an unlimited number of sick leave days.

Upon verification of the previous employing Board, personnel employed by the Board may transfer sick leave from another Alabama School District.

Employees may convert accumulated sick leave to creditable months of service upon service retirement.

It is Board policy to require certification by a doctor if an employee is on sick leave for three or more consecutive work days. However, if the administrative teacher, principal or Superintendent of Education has reason to believe an employee is or has been guilty of abusing his/her sick leave privileges, the supervisor may request certification by a doctor for any amount of sick leave taken. Failure to submit this certification by a doctor after the request has been made in writing to the employee may result in suspension and/or termination for failure to follow established policy.

The employee who retired is entitled to be paid for fifty (50) of his/her accumulated sick leave, not to exceed 180 days, at the time of his/her retirement. An employee separated from District service for any reasons other than retirement is not entitled to any pay for accumulated sick leave.

Leave: On-the-Job Injuries

On-the-Job-Injury. Any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which temporarily prevents the employee from working or returning to work.

Procedures

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- A. The employee shall make proper notification of the injury to the Superintendent of Education, or, if applicable, to the principal of the school within 24 hours after the injury occurred. If the employee is not clinically able to make notification, it shall be permissible for another person who is reasonably knowledgeable to make the notification of the injury to the Superintendent of Education or principal.
- B. Forms, timelines, and other procedures prescribed by the Department of Youth Services shall be used in reporting on-the-job injuries.
- C. The Superintendent of Education may require medical certification from the attending physician that the employee was injured and is unable to return to work as a result of the injury. The Superintendent of Education may require a second opinion from another physician at the expense of the school district. The Superintendent of Education may require a statement from the physician that there is reasonable expectation that the employee will be able to return to work.
- D. Upon determination by the Superintendent of Education that an employee has been injured on the job and cannot return to work as a result of the injury, the salary and fringe benefits of the employee shall be continued for a period of up to 90 working days consistent with the injury and subsequent employee absence from work resulting from the injury.
- E. Any unreimbursed medical expenses and costs which the employee incurs as a result of an on-the-job injury may be filed for reimbursement with the State Board of Adjustment on forms prescribed by this board. Reimbursement to the employee shall be determined by the policies, rules, and regulations of the Board of Adjustment in place at the time of the injury.
- F. Within 30 calendar days of notification of an on-the-job injury, the Superintendent of Education or designee shall inform the employee who is injured on the job of rights about appearing before the Board of Adjustment and also about applicable written policies.

Applicability

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**Related Standards:** Ala. Code 44-1-75, 16-1-18, 16-8-26

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This policy applies to all employees of the Department of Youth Services School District.

Leave: Family Medical Leave Act (FMLA)

Youth Services Board shall comply with the Family Medical Leave Act (FMLA). Under the Act, an eligible employee is entitled to 12 weeks leave during a 12-month period for the following reasons: (a) the birth and first-year care of a child, (b) the adoption or foster placement of a child; or (c) the care of a serious health condition of the employee, or because the employee is needed to care for a parent, child, or spouse with a serious health condition.

Definitions

- A. Eligible Employee. Any person who has been employed by the Board for at least 12 months and who worked a minimum of 1,250 hours during that period as an educator within Youth Services School District.
- B. Serious Health Condition. An illness, injury, impairment, or physical or mental condition that involves
  - (1) inpatient care in a hospital, hospice, or residential medical care facility; or
  - (2) continuing treatment by a health care provider.

Procedures

- A. The Board may require that paid leave be taken before granting unpaid leave. The combination of paid and unpaid leave available to an employee shall not exceed a total of 12 weeks.
- B. Where both spouses are employed by the Board, the combined amount of leave under the Act is limited to 12 weeks.
- C. Entitlement to leave for child care expires at the end of the 12-month period beginning on the date of birth or placement in the instance of birth, adoption and foster placement. Entitlement for leave for



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illness of a child occurs only when the child is under 18 years of age or incapable of self-care due to mental or physical disability.

- D. When medically necessary for instructional employees to take leave on an intermittent or reduced leave schedule certain conditions may apply: (a) the employee may be required to transfer temporarily to an alternative position with equivalent pay and benefits which better accommodates recurring periods of absence of a part-time schedule; or (b) if such leave would constitute at least 20 percent of the total number in the period during which the leave would extend, the Board may require the employee to take leave in a block, not intermittently, for the entire period.
- E. The employee must provide the Superintendent of Education a minimum of 30 days written notice of the date when FMLA leave is to begin except in extenuating circumstances. The employee shall make a reasonable effort to schedule all treatment so as not to unduly disrupt the operations of the school district.
- F. DYS Form 24, which records requests for leave, provides a block for employees to indicate whether or not the requested leave is FMLA applicable.
- G. The Board requires that a request for leave based on a serious health condition be supported by a certification issued by the appropriate health care provider. The certification should state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) the necessity for leave by the employee, and (4) that the employee is unable to perform job functions of the position. The Board reserves the right, at its own expense, to designate a second professional health care provider to provide a second opinion. If these two opinions conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This third opinion shall be binding.
- H. Upon return to work, the Board may require the employee to provide certification by the approved health care provider that the employee is able to resume work.
- I. Benefits which may be accrued by the employee before FMLA leave is taken will not be altered by the absence of the employee. The employee is entitled to continuation of health benefits during the leave

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period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premium paid by the employer for the benefit of the employee during the leave period.

- J. The employee is entitled to restoration to an equivalent position with equivalent pay, benefits and conditions of employment upon return to work.

**Applicability**

This policy applies to all employees who have been employed by the Board for at least 12 months and who worked at least 1,250 hours during that 12-month period.

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**Related Standards:** Ala. Code 16-22-9

**Chapters:** 7.0 Personnel

**Subject:** Sick Leave Banks and Catastrophic Leave

**Policy Numbers:** 7.3.18.7.1

I. POLICY

Youth Services School Board shall follow established law in relation to Sick Leave Banks

II. DEFINITIONS

- A. Catastrophic Illness. Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician, which causes the employee to be absent from work for an extended period of time.
- B. Chief Executive Officer. The Department of Youth Services School District Superintendent of Education
- C. District. Department of Youth Services School District.
- D. Educational Authority. The Alabama Youth Services Board in its capacity as the board of education
- E. Employee. Any person employed by the educational authority on a full-time or part-time basis.
- F. Sick Leave Bank Committee. A committee of five employees, one representing the authority and four representing the participating members of the SLB.

III. PROCEDURES

- A. The District upon request of 10 percent of its full-time certified personnel shall establish a sick leave bank plan.
- B. An election shall be held at the beginning of each school year among the Sick Leave Bank members to determine by secret ballot the four members who are to serve on the Sick Leave Bank committee. The term of office shall be one year.
- C. The chief executive officer shall be responsible for conducting the election.
- D. The chief executive officer shall appoint the representative for the authority on the Sick Leave Bank subject to board approval.

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- E. Duties of the Sick Leave Bank committee:
  - 1. Write the guidelines and administrative procedures for the Sick Leave Bank, including the catastrophic leave provisions.
  - 2. Develop all necessary forms for the orderly operation of the Sick Leave Bank.
- F. The District will use the State Board of Education form to ensure the orderly transfer and acceptance of catastrophic leave days from one Sick Leave Bank to another.
- G. The District plan shall allow the employees to deposit an equal number of days (not to exceed five (5) of his/her earned sick leave) into the bank. The days deposited shall be available to be loaned to any participating member whose sick leave has been exhausted.
- H. The Sick Leave Bank committee shall establish procedures providing for the uniform administration of the Sick Leave Bank.
- I. The Sick Leave Bank committee shall develop guidelines for the operation of the Sick Leave Bank.
- J. The guidelines shall be approved by a secret ballot vote of the participating members of the Sick Leave Bank.
- K. The accounting of the Sick Leave Bank shall be the responsibility of the authority.
- L. Vacancies on the Sick Leave Bank committee shall be filled by the respective parties. No representatives shall serve for a term longer than five (5) years.

**IV. REGULATIONS**

- A. No employee may be advanced sick leave except through the sick leave bank.
- B. No employee shall be allowed to owe more than 15 days to the Sick Leave Bank, unless over 50 percent of the members vote to extend the limit.
- C. The Sick Leave Bank committee will develop appropriate administrative forms.

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- D. Sick leave days shall be repaid to the Sick Leave Bank monthly as earned by the member. Upon the resignation or other termination of the employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the prevailing rate of pay of the employee.
- E. A member of the Sick Leave Bank shall not be allowed to accumulate more days than allowed in Section 16-1-18.1, including days in the Sick Leave Bank.
- F. Employee membership in the Sick Leave Bank shall be voluntary.
- G. The Sick Leave Bank committee shall investigate any alleged abuse of the Sick Leave Bank. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to other appropriate disciplinary action as determined by the school board.
- H. Days on deposit with the Sick Leave Bank shall be withdrawn and transferred with the employee or made accessible for retirement credit. If applicable, upon retirement or transfer of the Sick Leave Bank member.
- I. Members of the Sick Leave Bank shall first borrow and utilize days from the Sick Leave Bank, up to a maximum of 15 days, before being eligible to use catastrophic sick leave days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the Sick Leave Banks to the credit of the affected member.
- J. The appropriate number of sick leave days, shall upon application for the employee, be credited to the account of the employee to enable the employee to join the Sick Leave Bank if the employee does not have the minimum number of sick leave days to enable him/her to join the Sick Leave Bank. This can only be done at the beginning of the scholastic year, or upon employment of a new employee.

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K. The Sick Leave Bank committee shall develop a provision in its guidelines whether or not to allow employees who previously failed or refused to join the Sick Leave Bank the option to join upon deposit of the prerequisite number of days. Any policy developed by the Sick Leave Bank committee shall be uniformly applied to all employees.

V. CATASTROPHIC SICK LEAVE

Employees, at their discretion, may donate a specific number of days to the Sick Leave Bank to be designated for a specific employee for use against a catastrophic illness as defined by the section.

- A. A donating employee shall be required to donate a minimum number of days.
- B. The recipient employee may use catastrophic days for himself/herself or for other covered persons as provided in Section 16-1-18.1.
- C. The recipient employee shall first have exhausted all sick and personal leave before sick leave days for a catastrophic illness may be used.
- D. The recipient employee may use catastrophic days for himself/herself or for other covered persons as provided in Section 16-1-18.1.
- E. The recipient employee shall first have exhausted all sick and personal leave before sick leave days for a catastrophic illness may be used.
- F. The recipient employee shall not be required to repay donated catastrophic sick leave days.
- G. Any employee who donates sick leave days to the Sick Leave Bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor.
- H. The days shall revert to the credit of those employees who donated days in accordance with the guidelines adopted by the Sick Leave Bank committee if the recipient employee does not require all of the days donated to his/her credit.

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- I. An employee may donate no more than 30 sick leave days to the Sick Leave Bank for the catastrophic leave of any one employee.
- J. The District Sick Leave Bank is authorized to donate sick leave days to another Sick Leave Bank for use by a particular employee who is suffering a catastrophic illness.
- K. An employee must be a member of the Sick Leave Bank to donate or receive catastrophic sick leave days.

**8 - NEGOTIATIONS**

Policy No.



## **9 - INSTRUCTIONAL PROGRAM**

Policy No.

- 9.1 Philosophy
- 9.2 Goals and Objectives
- 9.4 Curriculum Design
  - 9.4.1 Basic Program
    - 9.4.1.1 Career Technical Education
  - 9.4.2 Health Education
    - 9.4.2.2 Drug Education
  - 9.4.4.6 Special Education
- 9.6.1.1 Textbook Selection and Adoption
  - 9.6.2.4.2 Library Services
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    - 9.6.2.5.3 Internet Safety
- 9.6.6.2 Audio-Visual Programs
- 9.8.1 Grading System
  - 9.8.1.2 Report Cards
- 9.8.2 Homework
- 9.8.5 Promotion and Retention
- 9.9.3 Use and Dissemination of Test Results
- 9.11.3 Teaching About Religion
- 9.11.8 Substitute Teaching
- 9.11.9 Lesson Plans
- 9.11.10 Voluntary School Prayer

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Philosophy

**Policy Numbers:** 9.1

The Board recognizes that no one philosophy of education can express the sentiments of beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each child is seen as a unique person who possesses certain potentials, needs, aspirations, and interests. As each pupil is different, it is the purpose of education to provide him/her with different experiences in school which will enable him/her to achieve his/her maximum potential so that he/she may be a useful and productive member of society.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will attempt to balance its program to provide for the varied interests and needs of the pupils of the schools.

The Board adopts the conclusion that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong ties with parents and community programs.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Goals and Objectives

**Policy Numbers:** 9.2

The Board has established the following broad goals of education for each student:

1. Intellectual Discipline

- a. Knowledge of the basic skills such as reading, writing, and arithmetic, accompanied by the study of mathematics, science, history, English and other languages in the higher grades; development of the skills of logical analysis, evaluation, and problem solving; development of skills, knowledge and attitudes necessary for effective communication, including listening, speaking, reading and writing.

2. Economic and Occupational Competence

- a. Knowledge of the fundamental economic structure and processes of the American system and the opportunities for the individual citizen in the system;
- b. Development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering and processing in the world of work; competence in the application of economic knowledge to such functions as handling personal finances and participating in community economic affairs.

3. Citizenship and Self-Understanding

- a. Knowledge of comparative political systems with emphasis on the democratic institution, the American heritage, and the responsibilities of citizenship; practice skills in participating in the political process and understanding of how political decisions are made;
- b. development of skills, knowledge and attitudes necessary for becoming a responsible citizen, for understanding himself/herself and his/her values as they relate to society.

4. Physical and Environmental Health and Ecological Balance

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Goals and Objectives

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- a. development of skills and knowledge of the requirements for personal hygiene, nutritional consumption and physical exercise to maintain personal health.
- b. knowledge of the dangers of addiction to harmful practices or consumption of harmful materials.
- c. knowledge and understanding of the physical world and the relationship of the individual to it.
- d. competence in recognizing and preventing environmental, ecological and health problems.

**5. Creativity and Arts**

- a. knowledge and appreciation of the fine arts as they are an integral part of the individual's life.

**6. Community and Lifetime Education**

- a. commitment to education for the entire community to provide for economic improvement, cultural development, and enrichment of personal and family lives; encouragement of citizens to utilize school facilities for community and educational purposes whenever possible;

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**Related Standards:** Code: 44-1-30, 16-11-20, 16-6B-2; ACA: 3-JTS-5D-01; 5D-05; DYS: 16.2

**Chapters:** 9.0 Instructional Program

**Subject:** Curriculum Design

**Policy Numbers:** 9.4

**I. POLICY**

It is the policy of the Board that the school district provide a comprehensive educational program which assures that each student will receive an appropriate individualized education program beginning at his or her performance level.

**II. DEFINITIONS**

A. Comprehensive Education Program. The program includes skills necessary to educate students with a span of achievement from Grades K- 12 and content appropriate to the maturity level of the adolescent population. The twelve-month program will be flexible to allow for student entry into the program at any time, progress through the program based on individual ability, and withdrawal from the program at the appropriate time.

B. Instructional Program.

1. A written statement delineating the program of study for each student based on needs and abilities as identified by study and evaluation. The program for each student will include, as a minimum, goals and objectives for instruction in English, mathematics, social studies and science.
2. The implementation of the written statement delineating the program of study for each student.

**III. PROCEDURE**

- A. Each student committed to the Department of Youth Services will be assessed for academic, and where appropriate career/technical, and personal needs and abilities prior to enrollment to the school program.
- B. Instruction will be designed to meet the needs and abilities of each individual student as specified on the appropriate individualized instructional plan. For a student with a disability, an

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**Related Standards:** Code: 44-1-30, 16-11-20, 16-6B-2; ACA: 3-JTS-5D-01; 5D-05; DYS: 16.2

**Chapters:** 9.0 Instructional Program

**Subject:** Curriculum Design

**Policy Numbers:** 9.4

Individualized Educational Plan (IEP) will be developed according to Alabama State Department of Education guidelines.

- C. Progress toward meeting goals and objectives will be measured using a variety of methods and recorded, at a minimum, each nine weeks on the educational plan for each individual student.

**IV. APPLICABILITY**

This policy applies to all educational programs. The procedures apply to programs within the School District.

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**Related Standards:** Code: 16-6B-2; ACA: 3-JTS; 5D-03, 5D-08

**Chapters:** 9.0 Instructional Program

**Subject:** Basic Program

**Policy Numbers:** 9.4.1

**I. POLICY**

The Board will develop and maintain a core curriculum appropriate to the assessed needs and abilities of the students. This core curriculum shall include academic as well as career/technical education, where appropriate. The curriculum shall be reviewed annually in an effort to assess program effectiveness in meeting students' educational needs.

**II. DEFINITIONS**

A. Core Curriculum: The core curriculum will consist of English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. Character education will be taught no less than ten minutes per day. Computer literacy is also required and may be integrated with other subject areas or taught as a separate course. In addition to the basic subjects, electives such as physical education, career/technical education and wellness education may be available.

B. Assessed Needs and Abilities:

1. Students entering long-term programs in the School District will be administered a group achievement test, a measure of self-concept, and a career technical interest survey. Other measures will be used as indicated by records and test results.
2. Students entering short-term program(s) in the School District will be administered a group achievement test and a measure of self-concept.

**III. PROCEDURE**

The procedures are inherent in the policy.

**IV. APPLICABILITY**

This policy applies to all educational programs.

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**Related Standards:** Ala. Code 16-41-1 to -4 (b), 16-41-7

**Chapters:** 9.0 Instructional Program

**Subject:** Drug Education

**Policy Numbers:** 9.4.2.2

The Board authorizes the establishment of a drug education program to be taught at all grade levels, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values. The program shall concentrate on the physical and psychological causes of drug abuse as well as its consequential effects and symptoms in order to establish an effective program of prevention.



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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Special Education

**Policy Numbers:** 9.4.4.6

The Board authorizes the Superintendent of Education to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing in the school District who are in need of specialized assistance.

The Superintendent of Education shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the Constitution as these relate to (1) identification, (2) testing procedures relative to assignment, (3) actual assignment and instruction, and (4) other legal aspects concerning exceptional children.

All development and implementation procedures shall comply with specified state and federal statutes concerning education programs for exceptional students.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Textbook, Selection and Adoption

**Policy Numbers:** 9.6.1.1

The selection and adoption of textbooks shall be in accordance with the provisions of Alabama Law. A textbook committee shall be appointed by the Board upon recommendation by the Superintendent of Education.

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**Related Standards:** ACA: 3-JTS; 5E-03; 5E-04; 5E-051-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.2

I. POLICY

It is the policy of Youth Services School District to provide comprehensive library services at each school. The library serves as the central point for expansion of knowledge for the youth at each school. The primary goals of library services are:

1. To provide books and other materials through which students may increase their knowledge and understanding of themselves and the world in which they live.
2. To provide books and other materials to supplement classroom instruction.
3. To provide books and other materials to stimulate interest in reading and learning as a leisure-time Activity.
4. To provide an environment conducive to reading and learning.

II. DEFINITIONS

Not Applicable

III. PROCEDURES

Book Selection

Teachers will be encouraged to request materials appropriate for students and the content in which they teach. Students will also be encouraged to request appropriate material. To be considered, requests for materials will be submitted to the librarian.

Library materials will be selected on the following criteria:

1. Priority need for a balanced library.

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**Related Standards:** ACA: 3-JTS; 5E-03; 5E-04; 5E-051-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.2

2. Meet the educational, information, and/or recreational needs of the students.
3. Appropriate for reading and language levels of the students.
4. Appropriate to the interests and ethnicities of students.
5. Non-discriminatory, as far as possible.
6. Accuracy in reference and historical works.

Although books considered classics deviate from some of the above criteria, these shall be included in the school library collection. Because of the formative age of the students and the expanding knowledge base regarding delinquent behavior and its causes, materials which have themes related to extreme violence, sexual perversion, and cults have been deemed inappropriate for the Youth Services population. With these modifications, Youth Services accepts the Library Bill of Rights which follows:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical Issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

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**Related Standards:** ACA: 3-JTS; 5E-03; 5E-04; 5E-051-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.2

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public should make such facilities available on equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

Complaints. The following procedure will be followed relative to complaints regarding the library and selection of library materials.

1. All complaints must be written, signed, and addressed to the principal.
2. A review committee that includes a teacher selected by the principal, the principal, the Superintendent of Education shall review the complaint within 10 working days.
3. If the decision rendered by the library complaint review committee is deemed unsatisfactory, this decision may be appealed to the DYS Education Committee within 10 school days. The Committee will hear the complaint at the next quarterly board meeting.
4. If the decision rendered by the DYS Education Committee is deemed unsatisfactory to the Complainant at the initial hearing, it may be appealed to the DYS Board within 10 school days of the DYS Education Committee decision. The complaint will be reviewed by the DYS Board at the next regularly scheduled board meeting.
5. The decision of the DYS Board is the final authority within Youth Services.

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**Related Standards:** ACA: 3-JTS; 5E-03; 5E-04; 5E-051-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.2

**IV. APPLICABILITY**

This policy applies to each school within the school district.

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**Related Standards:** ACA: 3-JTS: 5E-01—5E-06; 1D-05; 5D-021-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.3

I. POLICY

It is the policy of the school district to provide each school with a library that is functional in design and inviting in appearance for all students residing in the facility.

Library services provide for, at a minimum, the following:

- Planned and continuous acquisition of materials to meet the needs of the users;
- Logical organization of materials, using the Dewey Decimal Classification System and fiction categories, for convenient use;
- Circulation of materials to satisfy the needs of users;
- Information services to locate facts as needed;
- A reader's advisory services that helps provide users suitable materials;
- Promotion of the uses of library materials;
- A congenial library atmosphere; and
- A professional development section.

Administrators will have qualified persons who coordinate and supervise library services at each facility.

Written policy defines the principles, purposes, and criteria used in the selection and maintenance of library materials. A systematic approach to determining the library service needs of the population is used.

II. PROCEDURES

- A. School District policy (see 9.6.2.4.2 - School District Policy and Procedure Manual) and State Department guidelines will be used in the selection of materials.

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**Related Standards:** ACA: 3-JTS: 5E-01—5E-06; 1D-05; 5D-021-JBC: 5E-01

**Chapters:** 9.0 Instructional Program

**Subject:** Library Services

**Policy Numbers:** 9.6.2.4.3

- B. Youth Services School District policy accepts the Library Bill of Rights, with modifications, as the governing policy for censorship of library materials.
- C. Written complaints in reference to libraries or material selection should be addressed in accordance with School District Policy (9.6.2.4.2).
- D. Rules and guidelines for library use are posted in the library which is located in the school building and is available to all students at specified times.
- E. Students are encouraged to read for pleasure.
- F. The Coordinator of Curriculum and Federal Programs periodically inspects the library area and its holdings for compliance.

**III. APPLICAIBILITY**

This policy applies to each school within the School District..



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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Internet Use Policy

**Policy Numbers:** 9.6.2.5

I. POLICY

It is the policy of the School District to provide, where feasible, students and educational personnel with access to the Internet for appropriate educational purposes.

Access to Technology Resources - The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.

Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary action.

Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law.

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**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Internet Use Policy

**Policy Numbers:** 9.6.2.5

User of school system technology resources have no personal right of privacy or confidentiality with respect of the use or content of such resources.

Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:

- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. Restriction of access by minors to inappropriate material on the Internet;
- c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files sites, databases or equipment; and
- e. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- f. Restriction of minors’ access to harmful material.

Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Internet Use Policy

**Policy Numbers:** 9.6.2.5.3

**I. POLICY**

The School District in order to comply with the Children's Internet Protection Act (CIPA), adheres to an act signed into law by Congress on December 21, 2000. That act states: "No public school or public library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology" (CIPA 12/21/2001). The School District utilizes the content filtering services provided by the Alabama Research and Education Network (AREN) and the Alabama Supercomputer Authority (ASA) to safeguard staff and students and impede viewing of inappropriate material on the Internet. This service is used as the "Technology Protection Measure" referenced in CIPA. "A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with Internet access by minors harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes." (CIPA 12/21/2001) The content filtering services meet the CIPA requirements to: "block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or (3) with respect to use of computers with Internet access by minors, material that is harmful to minors" (CIPA 12/21/2001)

**II. PROCEDURES**

The School District utilizes the content filtering services provided by the ASA and AREN. The filtering software services include provisions for reviewing and classifying all web sites that have not been classified. If a filtered school site reaches an obviously inappropriate site, the ASA will automatically update to block the site within 72 hours. This automatic update occurs because lists of all unclassified sites are sent to the ASA for classification and review on a daily basis. In order to expedite filtering of

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Internet Use Policy

**Policy Numbers:** 9.6.2.5.3

unclassified sites, a manual request for filtering change can be requested. A request for filtering must come directly from the Superintendent of Education or the System Technology Coordinator.

If an inappropriate site is allowed access into the school district network then the school district employee should notify the Superintendent of Education or the System Technology Coordinator through the appropriate chain of command. It is then the responsibility of the Superintendent of Education or the System Test Coordinator to expedite a manual request .for filtering of the unclassified site.

It is understood that no content filtering services is 100% effective, but the School District through using a content filtering service attempts to block inadvertent access to inappropriate web sites and content.

All students are given instructions to the DYS Acceptable Usage Policy upon orientation to the schools.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Audio- Visual Programs

**Policy Numbers:** 9.6.6.2

I. POLICY:

The school district recognizes the importance of the audio-visual programs and equipment as a supplement to instruction.

II. DEFINITIONS:

A. Supplement: The term used to indicate that audio-visual equipment and programs will be used in

B. addition to the regular program of instruction in the specific subject area for participants.

Instruction: The act of teaching or training of students.

III. PROCEDURE:

A. Proposed television programs to supplement instruction must have prior approval from the administrator responsible for the educational program and must be preceded by readiness activities to supplement the television program.

B. The use of audio or video tapes must also have prior approval from the administrator responsible for the educational program unless furnished by the school district. Audio and video tapes should also be preceded and followed with instructional activities.

C. The use of other film, with the exception for movies for rewards and motivational purposes, should follow the above procedures.

D. In keeping with the library policy, materials used by students within the school district will meet the following criteria:

1. Meet the educational, information, and/or recreational needs of the students;
2. Appropriate to the interests and ethnicities of students;
3. Non-discriminatory, as far as possible; and
4. Accurate in reference and historical works.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Audio- Visual Programs

**Policy Numbers:** 9.6.6.2

- E. Although some works considered to be classics deviate from some of the above standards, these may be included. However, the educator who is to show the classic is responsible for previewing the version to be shown and assuring the appropriateness of the selected version.
- F. Because of the formative age of the youth and the expanding knowledge base regarding delinquent behavior and its causes, programs and film which have themes related to extreme violence, sexual perversion and cultism are deemed inappropriate for the use with students. These are expressly forbidden.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Grading System

**Policy Numbers:** 9.8.1

Grades should primarily represent student achievement, not merely be a composite of qualities such as effort, preparation, application or attitude. The Board also recognizes, however, that those factors do influence the learning process and the judgment and decision of teachers in this regard shall be respected.

Each teacher is expected to determine the comparative value of individual grades on tests, papers, projects, and other learning/evaluating exercises within accepted standards. School grades should not be used as punishment for misbehavior.

**School Grading System**

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Homework

**Policy Numbers:** 9.8.2

It is the policy of the Board that reports concerning student progress shall be made of all students on a regularly scheduled basis. Individual schools shall make additional reports of a student when, in the opinion of the principal and professional staff members, the situation warrants such reports.



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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Homework

**Policy Numbers:** 9.8.2

Each school may provide homework assignments to ensure that students are provided with reinforcement in all areas of learning.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Promotion and Retention

**Policy Numbers:** 9.8.5

Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Use and Dissemination of Test Results

**Policy Numbers:** 9.9.3

Results of student evaluations conducted within the school district shall be used solely for the purposes of measuring student performance and competency and for structuring the curriculum to improve the effectiveness of the teaching effort. All test results shall be treated with confidentiality.

Test scores for the school district in total or in large groups of students (names excluded) may be made public. In no event shall employees of the Board make public the test scores of any individual student.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Teaching About Religion

**Policy Numbers:** 9.11.3

Teaching about religion as it relates to a study of the historic development of mankind is appropriate. The use of religious documents as educational and reference materials in this study are acceptable. Specific religious indoctrination is prohibited in the schools.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Substitute Teaching

**Policy Numbers:** 9.11.8

To be eligible to serve as a substitute teacher in the district, a person shall have at least a high school diploma.

Should the person possess a current Alabama Teacher's Certificate, the Substitute Certification shall not be required.

Requirements of Ala. Code 16-25-26 shall be applicable to all retired teachers serving as substitutes.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Lesson Plans

**Policy Numbers:** 9.11.9

The Board requires a comprehensive plan of work for students to be prepared by each teacher and to be made available to the principal on a weekly basis.

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**Related Standards:**

**Chapters:** 9.0 Instructional Program

**Subject:** Voluntary School Prayer

**Policy Numbers:** 9.11.10

Voluntary student prayer which follows the following provisions shall be allowed in the school district.

1. School officials shall maintain a neutral position on student religious matters and accommodate students' constitutional rights.
2. A student's decision to deliver a prayer at school-related events shall be a personal decision.
3. Such prayers should be nonsectarian and non-proselytizing.
4. Student's rights to pray at other times and places shall not be restricted.

## **10 – STUDENTS**

### **Policy No.**

10.1.1	Equal Educational Opportunities
10.2.3.4	Transfer of Records
10.3	Rights and Responsibilities
10.3.1.1	Due Process
10.3.1.2	Interrogations and Searches
10.3.1.3	Security Procedures
10.3.4	Conduct
10.3.4.1	Chemical Use
10.3.5	Complaints and Grievances
10.4	Discipline
10.7.3	Student Health Services
10.7.6.2	Supervision of Students
10.7.6.7	Accidents
10.7.6.2.8	Child Abuse & Neglect
10.8.3.1	Student Clubs and Organizations
10.17	Students Requiring Accommodations
10.17.6	Married Students
10.17.13	Bilingual Students
10.18	Student Records



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**Related Standards:** Title VII - 1964 Civil Rights Act & Title IX - 1962 Educational Amendments  
Section 504-1973 Voc. Reh. Act; ADA-1990 Americans with Disabilities Act  
Age Discrimination Act of 1975; Amendments of All the Above  
ACA:3-JTS;1C-07;1C-08;1-JBC;1C-06;1C-07 DYS:3.3.1;3.13.2;3.13.3;7.2

**Chapters:** 10.0 Students

**Subject:** Equal Educational Opportunities

**Policy Numbers:** 10.1.1

I. POLICY

It shall be the policy of the Board that the school district shall provide a free and appropriate education for all students. No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, belief, national origin, age, sex or similar personal distinction. All programs offered by schools within the school district shall be open to all students in compliance with the statutory and judicial requirements.

II. DEFINITIONS

- A. Disability. A physical or mental impairment which limits one or more of major life activities is a partial definition of disability; also included in this legally accepted definition is a record or regard of having such impairment.
- B. Belief. This term includes both religion and creed.
- C. Statutory and Judicial Requirements. Those requirements established by either legislation or case law, court decision.

III. PROCEDURES

Procedures for compliance will be determined by the individual educational program sites.

IV. APPLICABILITY

All educational sites will strictly adhere to this policy.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Transfer of Record

**Policy Numbers:** 10.2.3.4

I. POLICY:

It is the policy of the Youth Services School District that all individual student educational records shall be transferred in a timely manner.

II. DEFINITIONS:

Educational Records: This term encompasses all information necessary for student enrollment within a school.

III. PROCEDURES:

1. Immediately following notification that a student is to be transferred or considered for release, the
2. educational records should be completed as part of the cumulative folder which shall include but not be limited to:
  - a. The updated report card
  - b. Blue immunization forms, if available
  - c. Copy of assessments
  - d. Special education documentation, if applicable
  - e. Graduation Requirement Statement for all ninth grade students, signed by parent and student
  - f. School Withdrawal Form, at the time of actual withdrawal
3. Original records are transferred internally on the date of the transfer. A copy of the record is retained at the sending school.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Transfer of Record

**Policy Numbers:** 10.2.3.4

4. Transcripts, copies of records to other schools, shall be sent within three working days. The Psychological Intake Form and the court order are not part of a transcript. The original record is retained in the school.
5. The release of any educational record is to be documented in the cumulative folder. After the student is released or transferred, all information not directly related to education is destroyed.
6. Special education data are retained for five years.
7. All other records which are part of the cumulative folder are kept indefinitely.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** US Const. Amend XIV 1, Tinker vs. Des Moines Independent Community

School District, 89S Ct. 733 (1969); Ala. Code 16-1-14

**Chapters:** 10.0 Students

**Subject:** Right and Responsibilities

**Policy Numbers:** 10.3

It is the responsibility of the Board to provide a safe and equitable learning environment that is both firm and fair in all matters pertaining to school life.

In order to provide an environment which is conducive to learning, codes of conduct shall be consistent with the policies of the Board. All codes of conduct shall be in full compliance with State and Federal statutory provisions. Every student shall comply with all rules and regulations set forth in The Student Code of Conduct/Student Handbook.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1, Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725, (M.D. Alabama 1970)

**Chapters:** 10.0 Students

**Subject:** Interrogation and Searches

**Policy Numbers:** 10.3.1.2

The Board provides substantive due process, when applicable. This entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, (e.g. based upon a rational or compelling state interest), and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the *in loco parentis* position of school officials within the school district. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules and regulations:

1. Each local school policy, rule or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective;
2. Each regulation shall be based on a Board policy;
3. All policies, rules, and regulations at any level shall be consistent with statutes of the State of Alabama, Alabama Department of Youth Services Board, or State Department of Education; U.S. Department of Education;
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise;
5. No Board policies or local school codes of conduct shall deny any student his/her constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Exercise of all authority by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the School District shall relate primarily to the area of discipline and disciplinary measures.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1, Moore v. Student Affairs  
Committee of Troy State University, 284 F. Supp. 725, (M.D. Alabama 1970)

**Chapters:** 10.0 Students

**Subject:** Interrogation and Searches

**Policy Numbers:** 10.3.1.2

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him/her.
2. The evidence against the student shall be explained to him/her.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1, Moore v. Student Affairs  
Committee of Troy State University, 284 F. Supp. 725, (M.D. Alabama 1970)

**Chapters:** 10.0 Students

**Subject:** Interrogation and Searches

**Policy Numbers:** 10.3.1.2

Search of Property

The Board fully recognizes constitutional law for student privacy. The Board is responsible for the security and safety of the students committed to its care as well as the staff employed by it and the school district. It is the intention of the Board to fully recognize the former without adversely affecting the latter.

The Board is charged with maintenance of its property and thus authorizes inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following shall apply throughout the School District.

Desks, lockers, and other equipment at any school belong to the School Board and although assigned to particular students for use, may be entered and searched by school officials whenever said officials have reasonable suspicion that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole, or significantly disruptive to or dangerous to the overall discipline of the school.

Any items which are specifically prohibited by law, by Board policy or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items shall include, but not be limited to the following: (1) weapons, (2) drugs (3) alcoholic beverages, (4) pornographic or otherwise obscene material, (5) electronic devices (6) jewelry or (7) any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulation.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

Search of a Student's Person

The Board authorizes teachers, administrative personnel and/or security staff who have reasonable suspicion that a student(s) possesses contraband to search the person of said student(s). Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1, Moore v. Student Affairs  
Committee of Troy State University, 284 F. Supp. 725, (M.D. Alabama 1970)

**Chapters:** 10.0 Students

**Subject:** Interrogation and Searches

**Policy Numbers:** 10.3.1.2

The above search shall be with the knowledge of the principal or designee.

Any search of a student's person shall be done privately by a teacher administrator/designee, or security of the same sex as the student to be searched. At least one witness, who is an administrator/designee, teacher or security staff also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education of Education. Students shall be given a receipt for all items impounded. Reasonable suspicion of violation of law or policy may be based upon information from such sources as faculty members, students, a law enforcement/security officer, evidence, or any of these factors.

Interrogations of Students

A student enrolled in the school district shall not be interrogated by any law enforcement authority on public school property during regular school hours without knowledge of the school's principal or his designee. All interrogations shall be conducted in private with an official school representative (principal or his designated representative) present.



**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** ACA 3-JTS-3D-05, 12-15-133, 3-JTS-1G-08

**Chapters:** 10.0 Students

**Subject:** Security Procedures

**Policy Numbers:** 10.3.1.3

It is the policy of the Youth Services School District to maintain the right of privacy for adjudicated youth in the custody of the Department of Youth Services special school district.

- A. No information which will identify a youth may be released except as is permitted by Section 12-15-133, Code of Alabama 1975, as amended, or as permitted by the Superintendent of Education.
- B. For school district purposes, no photographs of any youth shall be made without the written consent of the Superintendent of Education.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-10, 16-1-14, 16-41-1 to -10, 16-4-13, 16-1-2, 16-8-7, to -10, 16-12-3 (a), (b), 16-12-5, 16-21-1 to -6

**Chapters:** 10.0 Students

**Subject:** Conduct

**Policy Numbers:** 10.3.4

The Board shall not tolerate conduct by any student in the School District which materially interferes with or substantially disrupts an atmosphere conducive to learning. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with the rights of others to receive a quality education. Students shall receive adequate notice of DYS codes of conduct. All codes of conduct shall assure equality of educational opportunity for all students.

Dress Code

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning. Therefore, any student-worn article of clothing or manner of hair style or make-up determined by the teachers and principals to be disruptive to the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed.

The primary guide in determining what is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or schools.

If the principal determines that the student's dress or grooming is unacceptable. The appropriate staff will be contacted to help the student make a proper adjustment.

Smoking/Use of Tobacco

Students shall not be permitted to smoke or use tobacco in any form on the school grounds, or in school buildings during the school day, or on a school-sponsored trip.

Students caught using tobacco in any form on the school grounds are subject to appropriate disciplinary action.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-10, 16-1-14, 16-41-1 to -10, 16-4-13, 16-1-2, 16-8-7, to -10, 16-12-3 (a), (b), 16-12-5, 16-21-1 to -6

**Chapters:** 10.0 Students

**Subject:** Conduct

**Policy Numbers:** 10.3.4

Alcohol/Drug Use

It shall be the policy of the Board that the school principal or authorized official of the school shall use appropriate DYS discipline when any student is found in possession of, or in the act of using:

- a. alcohol, marijuana; or
- b. drugs (stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

Also, the school principal or authorized official of the school shall automatically remove any student who is caught selling alcohol and/or harmful drugs to others.

The above policies apply when the act(s) take place at school, on school grounds, on school buses, and/or at any school-sponsored event, during or after regular school hours.

Persons, firms, corporations, or associations who knowingly sell, give, or otherwise dispense any alcoholic beverage to a school student under the age of twenty-one (21) years or who have sold alcoholic beverages and/or other controlled substance on school premises shall be liable for prosecution under Alabama Code 16-1-10.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Chemical Use

**Policy Numbers:** 10.3.4.1

The Youth Services School District will allow no student use of cigarettes or other tobacco products, alcohol, or any controlled substances except under medical supervision.

No staff member will be allowed to bring any controlled substance into educational facilities unless such substance is currently prescribed by a physician. Staff will be encouraged not to smoke and will refrain from use of cigarettes or other tobacco products in the presence of students. There should be no exception to this policy.

Visitors, volunteers, families or any outside person coming into an educational facility shall also, without exception, adhere to this policy. In addition, all individuals on property of the Alabama Department of Youth Services shall adhere to the DYS policy regarding chemical substance.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Complaints and Grievances

**Policy Numbers:** 10.3.5

If a student alleges a violation of their rights, the Advocacy Unit's representative and/or School Administrator/designee will contact the student for a conference. The Advocacy Unit's representative/Administrator/designee will then immediately contact the Superintendent of Education or director to give a verbal report as to the allegations. Once the Superintendent of Education has been notified verbally, the Advocacy Unit's representative will proceed to investigate the incident.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Discipline

**Policy Numbers:** 10.4

Discipline is intended to produce order, controls, and equal opportunities for achievement, and is the essence of social behavior which permits community living. The DYS School District has a duty to make youth aware of rules, regulations, infractions (and degrees of seriousness), as well as penalties or punishments which are consequences of negative, disruptive, destructive, or violent behavior. Concomitantly, the institution and its administration must promulgate and publish the rules governing behavior within a facility and penalties resulting from violations.

District employees shall comply with Department procedures which provide that students are not subjected to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with daily functions of living such as eating or sleeping.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Student Health Services

**Policy Numbers:** 10.7.3

DYS will provide student health services to students enrolled in the DYS School District.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-30; Suits v. Glover, 71 So. 2d 49 (1954)

**Chapters:** 10.0 Students

**Subject:** Supervision of Students

**Policy Numbers:** 10.7.6.2

The Board directs all school personnel to discharge, in a reasonably prudent manner, all responsibilities relative to the care, safety, and welfare of pupils under their jurisdiction. The Superintendent of Education shall direct all administrators to establish faculty supervision regulations which assure that students are supervised effectively throughout the school day.

The Superintendent of Education shall instruct all administrators to prepare, as necessary and appropriate, supervision schedules and present same to assigned teaching personnel.



**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-8-9, 16-8-38, 16-9-13, 16-12-12, 16-12-15

**Chapters:** 10.0 Students

**Subject:** Accidents

**Policy Numbers:** 10.7.6.7

The Board instructs the school administrator to make a written report concerning every accident requiring the services of appropriate medical personnel, which occurs on school property or during school-related activities. In the event of an injury, the school administrator is to use their own judgment concerning whether the Superintendent of Education is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent of Education.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 26-14-1, 26-14-3, 26-14-13

**Chapters:** 10.0 Students

**Subject:** Child Abuse and Neglect

**Policy Numbers:** 10.7.6.7.8

**I. POLICY**

The Youth Services Board requires all school district employees to comply with Alabama law and report any instance of suspected child abuse or neglect.

**II. DEFINITION:** The Alabama Code (26-14-1) defines:

- A. Abuse. Harm or threatened harm to a child's health or welfare can occur through non-accidental physical or mental injury, sexual abuse or attempted sexual abuse exploitation or attempted sexual exploitation. "Sexual abuse" includes rape, incest and sexual molestation as those acts are defined by Alabama law. "Sexual exploitation" includes allowing, permitting or encouraging a child to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming or depicting of a child for commercial purposes.
- B. Neglect. Negligent treatment or maltreatment of a child, including failure to provide adequate food, medical treatment, clothing or shelter; (provided, that a parent or guardian legitimately practicing his/her religious beliefs who thereby does not provide specified medical treatment for a child for that reason alone shall not be considered a negligent parent or guardian); however, such an exception shall not preclude a court from ordering that medical services be provided to the child where his health services requires.
- C. Child. A person under the age of 18 years.

**III. PROCEDURES:**

- A. All teachers shall report cases of suspected student abuse or neglect to their respective school administrators.
- B. The school administrator will immediately provide notice of such suspected neglect or abuse to the Superintendent of Education.
- C. The school administrator will provide a written report to the Superintendent of Education.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 26-14-1, 26-14-3, 26-14-13

**Chapters:** 10.0 Students

**Subject:** Child Abuse and Neglect

**Policy Numbers:** 10.7.6.7.8

**IV. DISCUSSION:**

- A. No Liability. Any person making a report of suspected child abuse pursuant to Alabama law or participating in a judicial proceeding resulting there from shall, in so doing, be immune from any civil or criminal liability that might otherwise be incurred or imposed.
- B. Failure to Report: Alabama law finds any school employee who knowingly fails to report a case of child abuse and neglect guilty of a misdemeanor and subject to applicable penalties.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** U.S. Const. Amend., I, U.S. Const. Amend. XIV, 1; Ala. Code 16-13-32, 16-11-9, 16-12-3 (a), (b) 16-26-1, 16-26-2, 16-8-7 to -9, Healy v. James, 92S Ct. 2338 (1972)

**Chapters:** 10.0 Students

**Subject:** Students Club and Organizations

**Policy Numbers:** 10.8.3.1

The Board delegates to the Superintendent of Education, school administrators, other school staff members, and students the responsibility to establish regulations for the operation of school-sponsored clubs and organizations. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, sex, national origin, or handicap.

1. All school-sponsored clubs and organizations shall meet the following criteria:
2. Every school club or organization shall be sponsored by a member of the faculty approved by the administrator of the school. Every organization shall have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization.
3. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the school administrator.
4. A sponsor or substitute sponsor approved by the school administrator shall be present throughout all activities.
5. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if the organization fails to comply with Board policy or such rules and regulations as may be developed by local schools.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** 20 U.S.C. 1401 et seq.; 29 U.S.C. 794; Ala Code 16-39-1 to -12

**Chapters:** 10.0 Students

**Subject:** Students Requiring Accommodations

**Policy Numbers:** 10.17

The Board recognizes that Federal and State Law mandate that the school district meets the education needs of all students equally. Each disabled student is entitled to a free and public education regardless of the nature or severity of the disability. For this reason, no disabled student shall solely by reason of a disability, be excluded from participation in, be denied the benefits or, or be subjected to discrimination in any program conducted in the local schools. Where special programs and/or recommendations and accommodations are required for the students, the school district shall assume financial and other responsibility as required by law.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** 10.0 Students

**Subject:** Married Students

**Policy Numbers:** 10.17.6

The Board does not condone early marriage and/or pregnancy among high school students and their beginning of families at an early age. Nevertheless, it is the intent of the Board to aid these young people in the continuation of their education within the limits of reasonable safeguards both for the school and the young people.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** ACA 2-9335

**Chapters:** 10.0 Students

**Subject:** Bilingual Students

**Policy Numbers:** 10.17.13

I. POLICY

In the event a student is committed to the Department of Youth Services who has been identified as an English Language Learner (ELL) and needs bilingual services, an interpreter and/or instructor will be provided.

II. DEFINITION

- A. ELL (English Language Learner) as identified through ACCESS testing.
- B. Bilingual services. Services which are provided in the native language of the individual.

III. PROCEDURES

- A. Upon notification of the pending receipt of a student, Youth Services will contract with an interpreter
- B. Upon notification of pending placement at a DYS campus, Youth Services will contract with a teacher to provide bilingual education, as needed.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** U.S.C 1232 (g-1)

**Chapters:** 10.0 Students

**Subject:** Students Records

**Policy Numbers:** 10.18

Department of Youth Services Policies and Procedures apply.



## **11 – GENERAL PUBLIC RELATIONS**

Policy No.

- 11.2      Public Information Program
- 11.3      Board-Community Relations
- 11.3.1    Public Participation in Board Meetings
- 11.4      Staff-Community Relations
- 11.6      Community Instructional Resources
- 11.8      Public Gifts to Schools
- 11.12     Public Use of School Records
- 11.13     Visitors to the Schools
- 11.14     Public Complaints

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Public Information Program

**Policy Numbers:** 11.2

The Board shall attempt to:

- A. Keep its members and the public informed regarding the policies, administrative operation, objectives, and successes or failures of the school district;
- B. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretations and explanations of the school district plans and operations.
- C. Supports sound relations with the press and other communication media in the community.
- D. Welcome all members of the public to attend all regular meetings of the Board.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Board-Community Relations

**Policy Numbers:** 11.3

Citizens of the community will be encouraged to visit the schools as long as such does not interfere with the educational process.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Public Participation in Board Meetings

**Policy Numbers:** 11.3.1

All official action of the Board shall be taken in open meetings. The public is invited to attend Board meetings and shall be given limited time to voice opinions or problems through established procedure. The Board shall meet in an Executive Session when discussing the good name and character of an individual. No official action shall be taken by the Board while it is in Executive Session.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Staff-Community Relations

**Policy Numbers:** 11.4

Good communication with parents and other citizens of the District is essential for a smoothly-functioning organization. The Board expects each employee to maintain professional and positive communication with parents and citizens.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Community Instructional Resources

**Policy Numbers:** 11.6

Per prior approval of the school administrator, school personnel are encouraged to use community resources which enhance the education program.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Public Gifts to School

**Policy Numbers:** 11.8

1. Equipment contributed to the schools becomes the property of the state and is subject to the same controls and regulations that govern the use of other state-owned property.
2. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent of Education's office for agency approval.
3. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
4. All administrators in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might be construed to influence the decision makers in the purchase or school related goods and services.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** 20 U.S.C. 1232 (g-i)

**Chapters:** General Public Record

**Subject:** Public Use of School Records

**Policy Numbers:** 11.12

The Board delegates to the Superintendent of Education or his designee the responsibility of being the custodian of all DYS School District records. These procedures shall be followed for the release of such records:

1. All requests for public information should be in writing. Such requests are to be forwarded to the Superintendent of Education upon receipt. The Superintendent of Education shall thereupon make a determination whether or not the information requested is public in nature.
2. If the Superintendent of Education determines the information is public in nature, he/she shall direct that it be made available for review. The party requesting the information may be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.
3. If the Superintendent of Education is unable to ascertain whether or not the information requested is public in nature, he/she shall request an opinion from the Board's attorney concerning the nature of the information. The Superintendent of Education shall notify the person requesting such information that an opinion is to be requested of the Board's attorney and shall notify such person immediately upon receipt of an answer.



**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Visitors to the School

**Policy Numbers:** 11.13

All visitors to any Department of Youth Services school shall certify with the respective school authority who they are and their purpose for being in said school. All visitors must have a visitors pass and sign in and out at the schools. Conduct by any visitor which creates interference is not permitted.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** General Public Record

**Subject:** Public Complaints

**Policy Numbers:** 11.14

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board advises the public that the proper channeling of complaints is as follows:

1. School Administrator (shall notify school district employee)
2. Superintendent of Education
3. Board of Education

## **12 – INTER-ORGANIZATIONAL RELATIONS**

Policy No.

12.4.1     Local Government Relations

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Inter-organization Relations

**Subject:** Local Government Relations

**Policy Numbers:** 12.4.1

The Board shall cooperate with other governing agencies.

## **13 – RELATIONS WITH OTHER EDUCATION AGENCIES**

Policy No.

- 13.1 Goals and Objectives
- 13.5 Education Research and Service Centers
- 13.6.2 Student Teaching and Internships
- 13.7.1 Professional Associations
- 13.7.2 Educational Organizations
- 13.9 State Education Agency Relations
- 13.11 Accreditation

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Relations with Other Education Agencies

**Subject:** Goals and Objectives

**Policy Numbers:** 13.1

The Board shall maintain relations by cooperating with other education agencies and maintaining memberships in appropriate education organizations.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-23-13, 16-12-5,

**Chapters:** Relations with Other Education Agencies

**Subject:** Education Research and Services Center

**Policy Numbers:** 13.5

It is the policy of the Board to cooperate with colleges, universities, and other agencies.

Decisions in connection with research involving students, teachers, or other employees are based on the following:

- A. The project should be designed that it can be expected to produce valid and reliable results;
- B. It should be expected to contribute something useful and of value for the improvement of education;
- C. Outlines must be submitted and should be of sufficient scope and depth to justify the time and effort to be consumed;
- D. It is the policy of the Board not to interrupt the work of pupils or teachers unless there seems to be real potential in the study; and
- E. Confidentiality must be maintained.

**School District 210**  
**State of Alabama**  
**Department of Youth Services**  
**POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-8-7 to -9, 16-9-13, 16-11-9, 16-12-3 (a), 16-12-5

**Chapters:** Relations with Other Education Agencies

**Subject:** Student Teaching and Internships

**Policy Numbers:** 13.6.2

The Board will cooperate with accredited colleges and universities for the training of student interns. Guidelines will be prepared by the Superintendent of Education's office for the direction of staff members in handling the student intern program.



**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-8-7 to-9

**Chapters:** Relations with Other Education Agencies

**Subject:** Professional Associations s

**Policy Numbers:** 13.7.1

The Board encourages employees to join or enroll in professional associations or professional organizations.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:** Ala. Code 16-1-6

**Chapters:** Relations with Other Education Agencies

**Subject:** Educational Organizations

**Policy Numbers:** 13.7.2

The Board of Education may maintain membership in appropriate educational organizations

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Relations with Other Education Agencies

**Subject:** State Education Agency Relations

**Policy Numbers:** 13.9

The Board declares its desire to work in close cooperation with the State Department of Education.

**School District 210  
State of Alabama  
Department of Youth Services  
POLICY AND PROCEDURES**

**Related Standards:**

**Chapters:** Relations with Other Education Agencies

**Subject:** Accreditation

**Policy Numbers:** 13.11

It shall be the goal of the Board to establish and maintain appropriate school accreditation.